

Agency Mission: To assure the citizens of Kansas safe and competent practice by nurses and mental health technicians.

**Kansas State Board of Nursing
Landon State Office Building, Room 509
Continuing Nurse Education & IV Therapy Committee Agenda
March 25, 2025**

NOTE: The audience may attend in person or via Zoom. Link to access meeting to follow agenda.

Time: 12:30 p.m. – 2:00 p.m.

Committee Members: Andrea Watson, RN, BSN, OCN, CCRP, Chair
Lori Owen, LPN, Vice Chair
Michela Hysten, MSN, BSN, RN
Melanie Burnett, MSN, RN
Summer Baker, RN, BSN, CMSRN
Allison Benner, MSN, RN, NPD-BC, CMSRN

Staff: Carol Moreland, MSN, RN – Executive Administrator
Stacy Johnson – Senior Administrative Assistant

- I. Quorum (minimum of 4 members present) – Yes or No
- II. Call to Order
- III. Review of On-Site Packet
- IV. Additions/Revisions to the Agenda
- V. Announcements
- VI. Approval of Minutes – September 10, 2024

Consent Item Agenda

- 1. IOA Statistical Report
 - 2. Single Providers Approved 8/24 –3/25
 - 3. Provider Relinquishments
 - 4. Final Comment Review
 - a. K.A.R. 60-12-104 – Approval of continuing education offerings
 - b. K.A.R. 60-12-105 – Definitions
 - c. K.A.R. 60-12-106 – License renewal
- VII. Unfinished Business
- 1. K.A.R. 60-9-106 revision update
- VIII. New Business
- 1. LTP 5-Year Renewals
 - a. Professional Continuing Education LT 0053-0949
 - b. Advent Health Ottawa – LT –0055-0905
 - c. Blue Valley School District – LT 0174-0261

- d. Greater Kansas City Chapter of NAPNAP - LT 0203-0505
- e. Susan B. Allen Memorial Hospital – LT –0075-0905
- 2. Initial LTP Applications
 - a. Nursing CE Central
 - b. Soma Therapy and La Veta Jarrett
 - c. Tri State Academy
- 3. 2024 CNE Annual Report Data
- 4. 2024 IV therapy Annual Report Data
- 5. Five Year Regulation Legislative Review (*to be completed during 2025*)
 - a. K.A.R. 60-16-101 – Definitions
 - b. K.A.R. 60-16-103 – Stand-alone course approval procedure; competency examinations; recordkeeping
 - c. K.A.R. 60-16-104 – Standards for course and program curriculum content
 - d. K.A.R. 60-12-106 – License renewal
- 6. IV Therapy Examination

IX. Agenda for June 2025 Committee meeting

IX. Adjourn

Committee Responsibilities:

To review continuing nursing and mental health technician education; to review and recommend revisions to CNE statutes and regulations; to monitor and approve CNE providers for both initial and renewal status; to review statistical information regarding providers of CNE. To review and recommend revisions in educational statutes and regulations for IV therapy programs. To review educational policies for IV therapy programs; to review all reports and evaluations of IV therapy programs.

Please note: Additional items which have come to the attention of the Board or Committee will be handled as time permits. Agenda is subject to change based upon items to come before the Board. Handouts or copies of materials brought to the Board or Committee for discussion by Committee Members or visitors must be submitted to staff 30 calendar days prior to start of the meeting. Any items received after the 30th calendar day may be addressed at the meeting at the discretion of the President of the Board or Chairperson of the Committee.

Please click the link below to join the webinar:
 When: Mar 25, 2025 12:30 PM Central Time (US and Canada)
 Topic: Kansas State Board of Nursing - CNE/IV Therapy Committee

Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/83975232129?pwd=CHGsAv6BtTWaL3FzZuYOTFWnKhxgDv.1>
 Passcode:KsbnCEComm

Phone one-tap:
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 +16699006833,,83975232129#,,, *8565600509# US (San Jose)

Join via audio:
 +1 669 444 9171 US
 +1 669 900 6833 US (San Jose)
 +1 719 359 4580 US
 +1 253 205 0468 US
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 312 626 6799 US (Chicago)
 +1 360 209 5623 US
 +1 386 347 5053 US
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 +1 564 217 2000 US
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 +1 301 715 8592 US (Washington DC)
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Webinar ID: 839 7523 2129

Passcode: 8565600509

International numbers available: <https://us02web.zoom.us/j/kEUL17chm>

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November 2024

IOAs

Received: 43
Approved: 42
Denied: 1
Pending: 0

LTP Applications & Renewals

Received: 1
Approved: 0
Denied: 0
Pending: 1

SP Applications

Received: 1
Approved: 1
Denied: 0
Pending: 0

IVT Providership Applications

Received: 0
Approved: 0
Denied: 0
Pending: 0

December 2024

IOAs

Received: 49
Approved: 48
Denied: 1
Pending: 0

LTP Applications & Renewals

Received: 2
Approved: 0
Denied: 0
Pending: 2

SP Applications

Received: 3
Approved: 3
Denied: 0
Pending: 0

IVT Providership Applications

Received: 0
Approved: 0
Denied: 0
Pending: 0

Total 2024

IOA's

Received: 718
Approved: 596
Denied: 122
Pending: 0

LTP Applications

Received: 17
Approved: 12
Denied: 3
Pending: 5

SP Applications

Received: 28
Approved: 28
Denied: 0
Pending: 0

IVT Providership Applications

Received: 3
Approved: 3
Denied: 0
Pending: 0

January 2025**IOAs**

Received: 62
Approved: 58
Denied: 4
Pending: 0

LTP Applications & Renewals

Received: 2
Approved: 0
Denied: 0
Pending: 2

SP Applications

Received: 0
Approved: 0
Denied: 0
Pending: 0

IVT Providership Applications

Received: 0
Approved: 0
Denied: 0
Pending: 0

February 2025**IOAs**

Received: 46
Approved: 44
Denied: 2
Pending: 0

LTP Applications & Renewals

Received: 2
Approved: 0
Denied: 0
Pending: 2

SP Applications

Received: 1
Approved: 1
Denied: 0
Pending: 0

IVT Providership Applications

Received: 0
Approved: 0
Denied: 0
Pending: 0

Single Provider Approvals 8/2024 – 3/2025

- Kansas Breastfeeding Coalition – Kansas 2024 Breastfeeding Conference
- Johnson County Community College – Innovative Strategies for Excellence in Healthcare
- Kansas State University – PEAK Mentor Home Experience
- KS Department of Labor Workers Compensation Division – 50th Annual Workers Compensation Seminar
- Kansas City Orthopaedic Institute – KCOI Ortho Day 2024
- Remote Nurse Connection, LLC – How to Get Hired for HEDIS Roles: Strategies for Nurses
- Kansas Highway Patrol – Drugs in Academic Environment
- Johnson County Community College – Best Practices in Teach and Assessment
- Healthcare Coalition Partners of Kansas LLC – 2024 KS Healthcare Coalition Preparedness Summit
- IAFN Kansas Chapter – Human Trafficking Conference
- Kansas Chapter, American Academy of Pediatrics – Kansas CARE Provider ECHO 2025
- Kansas Breastfeeding Coalition – Breastfeeding 101: The Basics
- Kansas Breastfeeding Coalition – Breastfeeding 201: Building the Basics
- Kansas City Southwest Clinical Society – 2025 Winter Conference
- Cowley College – IV Therapy

CNE Provider Relinquishments:

- Dusenbury Healthcare Associates
- Wesley Healthcare

IV Provider Relinquishments:

- Johnson County Community College

New IV Therapy Providers Approved:

- Providence Medical Center – IV-050

KSBN Regulation Review Form

Part 1 (completed by agency staff):

Regulation Number: 104

Article Title: 12 - Continuing Education for Mental Health Technicians

Rule and Reg Title: Approval of continuing education offerings

Type (New/Amended): Amended

Effective Date (history): September 27, 1993

Authorizing K.S.A. 65-4203

Implementing K.S.A. 65-4207

Part 2 (completed by committee members):

Necessity:

1. Is the rule and regulation necessary for the implementation and administration of state law? Y or N
2. Does the rule and regulation service an identifiable public purpose in support of state law? Y or N

Potential for Revocation:

1. Briefly describe how revocation would affect Kansans (max. 800 characters)
Revocation would create a misalignment between the State's requirements for this field and similar disciplines potentially leading to inconsistencies in standards and practices. It also has the potential to create confusion among professionals regarding compliance with State expectations.
2. Is the rule and regulation being revoked? Y or N
3. If the rule and regulation is not in active use, would revocation require a change to the authorizing or implementing statute? Y or N
4. If the rule and regulation is not in active use and revocation would require a change in the authorizing or implementing statute, which changes? (max. 400 characters)
N/A

Additional information:

Additional information necessary to understanding the necessity of the rule and regulation (max. 1,200 characters)

Committee:

Chair:

Date:

Approved

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 12.—Continuing Education for Mental Health Technicians

60-12-104. Approval of continuing education offerings. Approval of licensed mental health technician continuing education shall be in accordance with K.A.R. 60-9-107. (Authorized by K.S.A. 65-4203, implementing K.S.A. 65-4207; effective, T-85-49, Dec. 19, 1984; effective May 1, 1985; amended Sept. 27, 1993.)

**** *Authenticated Kansas Administrative Regulation* ****

KSBN Regulation Review Form

Part 1 (completed by agency staff):

Regulation Number: 105

Article Title: 12- Continuing Education for Mental Health Technicians

Rule and Reg Title: Definitions

Type (New/Amended): Amended

Effective Date (history): September 27, 1993

Authorizing K.S.A. 65-4203

Implementing K.S.A. 65-4205 and 65-4207

Part 2 (completed by committee members):

Necessity:

1. Is the rule and regulation necessary for the implementation and administration of state law? Y or N
2. Does the rule and regulation service an identifiable public purpose in support of state law? Y or N

Potential for Revocation:

1. Briefly describe how revocation would affect Kansans (max. 800 characters)
Revocation would create a misalignment between the State's requirements for this field and similar disciplines potentially leading to inconsistencies in standards and practices. It also has the potential to create confusion among professionals regarding compliance with State expectations.
2. Is the rule and regulation being revoked? Y or N
3. If the rule and regulation is not in active use, would revocation require a change to the authorizing or implementing statute? Y or N
4. If the rule and regulation is not in active use and revocation would require a change in the authorizing or implementing statute, which changes? (max. 400 characters)
N/A

Additional information:

Additional information necessary to understanding the necessity of the rule and regulation (max. 1,200 characters)

Committee:

Chair:

Date:

Approved

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 12.—Continuing Education for Mental Health Technicians

60-12-105. Definitions. Definitions within this article of terms associated with licensed mental health technician continuing education shall be in accordance with K.A.R. 60-9-105. (Authorized by K.S.A. 65-4203; implementing K.S.A. 65-4205 and 65-4207; effective March 9, 1992; amended Sept. 27, 1993.)

**** *Authenticated Kansas Administrative Regulation* ****

KSBN Regulation Review Form

Part 1 (completed by agency staff):

Regulation Number: 106

Article Title: 12- Continuing Education for Mental Health Technicians

Rule and Reg Title: License Renewal

Type (New/Amended): Amended

Effective Date (history): May 10, 2013

Authorizing K.S.A. 65-4203

Implementing K.S.A. 65-4205

Part 2 (completed by committee members):

Necessity:

1. Is the rule and regulation necessary for the implementation and administration of state law? Y or N
2. Does the rule and regulation service an identifiable public purpose in support of state law? Y or N

Potential for Revocation:

1. Briefly describe how revocation would affect Kansans (max. 800 characters)
Revocation would create a misalignment between the State's requirements for this field and similar disciplines potentially leading to inconsistencies in standards and practices. It also has the potential to create confusion among professionals regarding compliance with State expectations.
2. Is the rule and regulation being revoked? Y or N
3. If the rule and regulation is not in active use, would revocation require a change to the authorizing or implementing statute? Y or N
4. If the rule and regulation is not in active use and revocation would require a change in the authorizing or implementing statute, which changes? (max. 400 characters)
N/A

Additional information:

Additional information necessary to understanding the necessity of the rule and regulation (max. 1,200 characters)

Committee:

Chair:

Date:

Approved

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 12.—Continuing Education for Mental Health Technicians

60-12-106. License renewal. (a) Each licensee shall submit a renewal application and the renewal fee specified in K.A.R. 60-8-101 no later than December 31 in each even-numbered year.

(b) Any licensed mental health technician may be required to submit proof of completion of 30 contact hours during the most recent prior licensing period. Contact hours accumulated in excess of the 30-hour requirement shall not be carried over to the next license renewal period. This proof of completion shall be documented as follows:

(1) (A) Name of the continuing mental health technician education (CMHTE) offering or college course;

(B) provider name or name of the accrediting organization;

(C) provider number or number of the accrediting organization, if applicable;

(D) offering date; and

(E) number of contact hours; or

(2) approved IOA.

(c) Any individual attending an offering not previously approved by the board may submit an application for an individual offering approval (IOA). Credit may be given for offerings that the licensee demonstrates to be relevant to the licensee's practice of mental health technology. Each separate offering shall be approved before the licensee submits the license renewal application.

(d) Approval shall not be granted for identical offerings completed within a license renewal period.

(e) Any licensed mental health technician may acquire 30 contact hours of CMHTE from independent study, as defined in K.S.A. 65-4202 and amendments thereto.

(f) Any licensed mental health technician may accumulate 15 contact hours of the required CMHTE from instructor credit. Each presenter shall receive instructor credit only once for preparation and presentation of each course. The provider shall issue a certificate listing the

number of contact hours earned and clearly identifying the hours as instructor credit.

(g) Fractions of hours may be accepted for offerings over 30 minutes to be computed towards a contact hour. (Authorized by K.S.A. 65-4203; implementing K.S.A. 2011 Supp. 65-4205; effective Sept. 2, 1991; amended Feb. 16, 1996; amended Oct. 12, 2001; amended May 10, 2013.)

***** Authenticated Kansas Administrative Regulation *****

60-9-106. Continuing nursing education for license renewal. (a) At the time of license renewal, any licensee may be required to submit proof of completion of 30 contact hours of approved continuing nursing education (CNE). This proof shall be documented as follows:

(1) For each approved CNE offering, a certificate or a transcript that clearly designates the number of hours of approved CNE that have been successfully completed, showing the following:

- (A) Name of CNE offering;
- (B) provider name or name of the accrediting organization;
- (C) provider number or number of the accrediting organization, if applicable;
- (D) offering date;
- (E) number of contact hours awarded; and
- (F) the licensee's name and license number as shown on the course roster; or

(2) an approved Kansas state board of nursing IOA, which shall include approval of college courses that meet the definition of continuing education in K.S.A. 65-1117, and amendments thereto.

(b) The required 30 contact hours of approved CNE shall have been completed during the most recent prior licensing period between the first date of the licensing period and the date that the licensee submits the renewal application as required in K.S.A. 65-1117, and amendments thereto, and K.A.R. 60-3-108. Contact hours accumulated in excess of the 30-hour requirement shall not be carried over to the next renewal period.

(c) Acceptable CNE may include any of the following:

(1) An offering presented by an approved provider or national organization whose focus is patient safety and improving nursing practice, including the following: American academy of nurse practitioners, American association of critical-care nurses, American midwifery certification board, American nurses association, American nurses credentialing center, emergency nurses association, national board of certification and recertification for nurse anesthetists, and pediatric nursing certification board;

(2) an offering as designated in K.S.A. 65-1119, and amendments thereto;

(3) an offering for which a licensee has submitted an IOA, which may include credit requested for a college course that meets the definition of continuing education in K.S.A. 65-1117, and amendments thereto. Before licensure renewal, the licensee may submit an application for an IOA to the board, accompanied by the following:

(A) A rationale statement that applies the meaning of continuing nursing education, as defined in K.S.A. 65-1113 (h) or continuing education, as specified in K.S.A. 65-1132 (a)(2) and amendments thereto;

(B) an agenda representing exact learning time in minutes;

(C) official documentation of successfully completed hours, which may include a certificate of completion or an official college transcript; and

(D) learning or behavior objectives describing learning outcomes;

(4) a maximum of 15 contact hours for the first-time preparation and presentation as an instructor of an approved offering to licensed nurses. Two contact hours of instructor credit shall be granted for each hour of presentation;

(5) an offering utilizing a board-approved curriculum developed by the American heart association, emergency nurses association, ~~or~~ Mandt, or American red cross, which may include the following:

(A) Advanced cardiac life support;

(B) emergency nursing pediatric course;

(C) pediatric advanced life support;

(D) trauma nurse core course;

(E) neonatal resuscitation program; or

(F) Mandt program;

(6) independent study;

(7) distance learning offerings;

(8) a board-approved refresher course if required for licensure reinstatement as specified in K.A.R. 60-3-

105 and K.A.R. 60-11-116;

(9) participation as a member of a nursing organization board of directors or the state board of nursing, including participation as a member of a committee reporting to the board. The maximum number of allowable contact hours shall be six and shall not exceed three contact hours each year. A letter from an officer of the board confirming the dates of participation shall be accepted as documentation of this type of CNE; or

(10) any college courses in science, psychology, sociology, or statistics that are prerequisites for a nursing degree.

(d) Fractions of hours 30 minutes or greater to be computed towards a contact hour shall be accepted.

(e) A maximum of 15 contact hours shall be accepted for renewal of certification in advanced cardiac life support (ACLS), pediatric advanced life support (PALS), or similar standardized recertification courses, as listed in (c)(5) - developed by the American heart association, emergency nurses association, or Mandt each licensing period.

(f) Contact hours shall not be recognized by the board for any of the following:

(1) Identical offerings completed within a renewal period;

(2) offerings containing the same content as that of courses that are part of basic preparation at the level of current licensure;

(3) in-service education, on-the-job training, orientation, and institution-specific courses;

(4) an incomplete or failed college course or any college course in literature and composition, public speaking, basic math, algebra, humanities, or other general education requirements unless the course meets the definition of CNE;

(5) offerings less than 30 minutes in length; or

(6) a board-approved refresher course for license renewal. (Authorized by and implementing K.S.A. 2021 Supp. 65-1117; effective Sept. 2, 1991; amended April 3, 1998; amended April 20, 2001; amended July 20, 2007; amended May 10, 2013; amended April 29, 2016; amended January 1, 2022; amended P-

_____.)

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Professional Continuing Education, LLC

Name of Program Coordinator: Rachel Hill, DNP, APRN, FN-BC, PMHNP-BC, HWNC-BC, HN-BC

Date Received: 11/2/24

Date to CNE Committee: December 2024

Approved

Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting		
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Rachel Hill	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: " 	X	

<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days 	X	
For long term providers, the policies and procedures for the offering approval process shall include the following:		
<ul style="list-style-type: none"> • A summary of the planning 	X	
<ul style="list-style-type: none"> • The behavioral objectives 	X	
<ul style="list-style-type: none"> • The content, which shall meet the definition of CNE in KSA 65-1117 	X	
<ul style="list-style-type: none"> • The instructor's education and experience, documenting knowledge and expertise in the content area 	X	
<ul style="list-style-type: none"> • A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both 	X	
<ul style="list-style-type: none"> • An offering evaluation that includes each participant's assessment of the following: <ul style="list-style-type: none"> ▪ The achievement of each objective ▪ The expertise of each individual presenter 		
	X	
	X	
An approved provider may award any of the following:		
<ul style="list-style-type: none"> • Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours 	X	
<ul style="list-style-type: none"> • Credit for fractions of hours over 30 mins to be computed towards a contact hour 	X	
<ul style="list-style-type: none"> • Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum 	X	
<ul style="list-style-type: none"> • Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results 	X	
<ul style="list-style-type: none"> • Clinical hours 		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
<ul style="list-style-type: none"> • The provider's name, address, provider number, and coordinator 	X	
<ul style="list-style-type: none"> • The date and title of the offering, and the presenter or presenters 	X	
<ul style="list-style-type: none"> • The participant's name and license number and the number of contact hours awarded 	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
<ul style="list-style-type: none"> • The provider's name, address, provider number, and coordinator 	X	

• The participant's name and license number, and the number of contact hours awarded	X	
• The title of the offering	X	
• The date on which the offering was completed	X	
• Either the completion of a posttest or a return demonstration	X	
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 Creating and Maintaining A Self Care Practice Through the Pandemic and Beyond	#2 The Happiness Journey

• A summary of planning	X	
• A copy of the offering announcement or brochure	X	
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	
• The offering evaluation form	X	

12/2018

Renewal application completed by Carol Moreland, MSN, RN 11/12/24

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Renewal Application

NAME OF PROVIDER: Professional Continuing Education, LLC

Provider Number (For Renewal): LT0053-0949

Legal Body (If different from provider):

Address of Provider: 1310 N. 79th Terrace, Kansas City, Ks 66112 (New PO Box is pending)

Telephone: 913-544-5938

Email: DoctorRachelHill@gmail.com

Program Coordinator (RN): Dr. Rachel Hill, DNP, APRN, FNP-BC, PMHNP-BC, HWNC-BC, AHN-BC

Date (mm/dd/yyyy): 11/01/2024

Program Management

Assessing Need and Planning CNE

Please describe what advisory groups or planning committees were formed and what factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

Policy: Needs Assessment

A. Target Population

R.N.s and L.P.N.s in the Midwest from various educational and employment fields.

B. Methodology

Through analysis of the information obtained from a major random mail assessment, the participants input at the time of attendance at seminars, review of current literature and input from the advisory council, we have designed program offerings which are relevant and desirable to our target population.

Questions are included in the program evaluation and the results are tabulated to find areas of interest within our population. Participants are able to identify topics of interest on the program evaluation at the time of attendance at a seminar. The advisory council is asked for input as to specific objectives and goals for future program planning.

Careful assessment, data collection and analysis are necessary to determine nurse client need. All offerings are based on the need of area nurses. After a need has been identified, the Director and Coordinator call on the advisory council for input as to resources available in terms of faculty and format in program planning.

All programs meet the definition of continuing nursing education, enhancement of nursing practice and personal growth as well as the health and safety of the public.

Process for Fee Assessment

Describe the method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations.

Fees which are published shall be charged all participants. There shall be no exceptions. The fees shall be proportionate to the length, cost, and duration of the program.

Policy: Refunds

Refunds may be made to pre-paid registrants after a written request is received. An office fee is retained. This information is published with the brochure.

Special Considerations: None

Policy: Non-payment by participant

Non-payment by participant issuing a check for insufficient funds will result in deleting the individual's name from the attendance list and no credit will be awarded.

Special considerations:

This policy will not be put into effect until three statements have been sent to the participant by PCE. Ample time and consideration will be given to participants who respond to our inquiries and requests to clear invoices.

A letter, by certified mail will notify the participant of the removal of his/her records from the permanent roster, and notification to KSBN of outstanding check. KSBN will be notified by letter of the change in credit awarded.

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

Process for advertisements and announcements**Policy: Announcement**

Program announcements and advertisements are published on an ongoing basis.

All material shall contain the KSBN required statement:

Professional Continuing Education is approved as a provider of continuing nursing education; nursing education by the Kansas State Board of Nursing. This course offering is approved for _____ contact hours applicable for APRN, RN, LPN, LMHT re-licensure. Kansas State Board of Nursing Provider Number LT0053-0949

Sample of announcement

TITLE

ABOUT TIME: GETTING THE RIGHT THINGS DONE

SPONSOR Professional Continuing Education, LLC.

ADDRESS P O BOX (new PO Box Pending), Kansas City, KS 66112, or
www.pcenow.com

CONTACT PERSON Dr. Rachel Hill at DoctorRachelHill@gmail.com

PHONE 913-544-5938

FACULTY Judy Zinn, L.M.S.W.,C.H.W.C.

NURSING AUDIENCE All Levels of Nursing

DESCRIPTION Time is our most precious resource, this course will provide strategies needed to manage your time effectively and wisely.

FEE \$45.00

REGISTRATION DEADLINE

CONTACT HOURS 4.0

Professional Continuing Education, Inc., is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for 4 contact hours applicable for APRN, RN or LPN relicensure. Kansas State Board of Nursing provider number LT0053-0949.

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented. 1. Summary of planning; 2. Behavioral objectives of the offering; 3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117; 4. Documentation is received of each instructor's experience and education; 5. The bibliography of each presentation is received and up to date; 6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter. KAR 60-9-107(d)

Process for offering approval:**Policy: Planning**

A planning meeting will be held prior to the formulation of each offering. The faculty member and directors will be present. Advisory Council will be included. Minutes will be kept.

Special Considerations:

All meetings are open. Decisions relating to course offering may be amended by another meeting or by telephone conference.

Policy: Behavioral Objectives

Behavioral objectives will be written for each offering.

The objectives will be consistent with PCE's philosophy to increase skill and knowledge for the nurse and safeguard the public health.

The objective will be intended to be met by a specific behavior on the part of the learner.

The objectives will be measurable.

The objectives will be agreed upon by the faculty and the directors.

Policy: Content

The content of each offering shall reflect the definition of continuing education and the philosophy of PCE. Each offering shall be a learning experience intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.

Policy: Instructor

All faculty must meet criteria which would be acceptable to teach in an accredited school of nursing.

Nurses will hold a bachelor's degree in nursing and be enrolled in a graduate program or hold a master's degree in nursing or a related field. Nurses will have special expertise in a specialized area.

Non-nurses must hold a master's degree or higher degree with experience in teaching nurses.

Special considerations: none

Policy: Bibliography

Faculty will provide a bibliography for each program.

It shall contain current reference reflective of the offering content.

It shall contain books published within the last 10 years, periodicals published within the past five years or both.

It shall contain nursing reference.

Special considerations: None

Policy: Offering evaluation

Participants of each offering will be given an evaluation questionnaire to be filled out and returned at the conclusion of the program.

The evaluation instrument shall include:
statistical information for future program planning,
evaluation of program objectives,
evaluation of personal objectives,
evaluation of behavioral course objectives,
evaluation of program satisfaction,
evaluation of program presenters.

There will be an opportunity for comments and requests for future offerings.

6-month follow may be done.

The results will be tabulated and shared with the faculty.

Considerations. None

Process for Awarding Contact Hours

Describe the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This must include your method of calculating partial credit, more than one hour, because of early departures or late arrivals. Describe also how instructor credit is calculated and how independent study credit is calculated. If you offer independent study, you must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e)

The National Task Force method of determining a continuing education unit shall be utilized.

50 minutes of theoretical content equals one contact hour.
Time spent for breaks and lunch is not included in awarding of contact hours.
Partial-hour credit, over 30 minutes, may be awarded for fractions of an hour.
Participants can be no more than 15 minutes late or 15 minutes early leaving to gain credit.

Policy: Instructor Credit

Instructor credit is given, in accordance to KSBN regulations, to the instructor for the first time a presentation is given at the rate of double the contact hours.
Example: A program awarding 7 contact hours to each participant will award 14 contact hours to the instructor for the first time presented.

The certificate issued will clearly state hours awarded and clearly identify 'Instructor credit.'

Special Consideration: None

Policy: Independent Study

Independent Study or self-study programs will be offered.

Credit will be awarded for time spent completing the packet as determined by the pilot study.
The pilot study will include 5 participants chosen for various nursing fields.
Total hours will be computed by averaging the time taken to finish the packet.
50 minutes will award one contact hour.

Participant shall study and complete program packet which will include questions and evaluation.
Program packet will be returned to PCE for assessment.
Participant must score 80% or better to be awarded credit.

Certificate will be returned to participant.

Record of hours awarded will be recorded.

Special considerations:

Participant must score 80% on test questions to gain credit.
Participant may retake the test at no cost.

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)

Process for verifying participation and completion of the offering.

Policy: Participant Attendance

1. Participant will sign attendance roster.
 - a. Attendance roster shall include provider, participant and program information.
 - b. Attendance roster will be signed by each participant.
2. Participant will complete the registration form.
3. Forms will be collected by first break.
4. Certificates will be completed by program director.
5. Certificates will be awarded at the end of the program.
6. Participants can be no more than 15 minutes late or leave more than 15 minutes early.
7. Certificates will be handed only to the participant.
8. Participants are not permitted to:
 - A. Collect another participant's certificate.
 - B. Receive a certificate prior to the end of the program.
9. No certificates will be mailed.
10. Registration forms completed by participants who do not collect their certificates will be deleted.
11. Children may not attend seminars.

Special considerations: At the discretion of the program coordinator.

Sample copy of attendance roster is included

1310 N. 79th Terrace
Kansas City, KS 66112

Phone 913-334-1889
Mobile 913-544-5938
E-mail
DoctorRachelHill@gmail.com

Dr. Rachel Hill, DNP, APRN, FNP-BC, PMHNP-BC, HWNC- BC, AHN-BC

Work experience

07-2024 to current **Professional Continuing Education, LLC** Kansas City, KS
Owner/Nurse Coordinator

Long-term provider of continuing education, offering quality in person and online programs for nursing professionals, social workers, and licensed mental health therapists in the state of Kansas.

12-2023 to 04-2024 **Circle Medical, LLC** San Francisco, CA
Behavioral Health Nurse Practitioner/Family Nurse Practitioner

Conducts mental and medical health evaluations for patients in residential treatment. In charge of managing medications for mental health, chronic and acute medical issues, ADHD, and patient substance use issues. Collaborates with staff and community to provide patients with needed resources upon discharge, provides ongoing patient education, staff education, and collaborates with counselors/therapist regarding patient plans of care.

07-2023 to current **Brightside Behavioral Health Services** San Francisco, CA
Behavioral Health Nurse Practitioner

Conducts mental and medical health evaluations for patients in community and residential treatment. In charge of managing medications for mental health and patient substance use issues. Collaborates with staff and community to provide patients with needed resources, provides ongoing patient education, staff education, and collaborates with counselors/therapist regarding patient plans of care.

10-2021 to 12-2022 **Associated Behavioral Health Services** Spokane, WA
Behavioral Health Nurse Practitioner/Family Nurse Practitioner

Conducts mental and medical health evaluations for patients in residential treatment. In charge of managing medications for mental health, chronic and acute medical issues, and MAT for patient substance use issues. Collaborates with staff and community to provide patients with needed resources upon discharge, provides ongoing patient education, staff education, and collaborates with counselors/therapist regarding patient plans of care.

1-2019 to 5-2020 **Landmark Medical** Overland Park, KS
Behavioral Health Nurse Practitioner/Family Nurse Practitioner

Conducts mental health evaluations with Humana patients identified with mental health challenges, collaborates with multidisciplinary team to connect patients with resources to ensure continuity of mental health care. Provides Support staff with ongoing education, collaboration with all disciplines, and complimentary therapies that provide alleviation from the impacting symptoms of mental illness.

11-2017 to 1-2020 **Ascend Hospice** Lee Summit, MO
Family Nurse Practitioner, PRN (Formerly known as Care Alternatives)

Conducts face-to-face visits with patients on hospice care, ensuring they meet the criteria : hospice, according to Medicare guidelines. Supports staff with education, multi-disciplinary collaboration, and complimentary therapies that provide alleviation of pain and discomfort.

1-2017 to 9-2019 **Family Therapy Institute – Midwest** Lawrence, KS
Family Nurse Practitioner-Psychiatric (Part-time)

Responsible for conducting psychiatric intakes assessments, therapeutic medication management, and individual and group counseling for patients with mental health disease. Providing education on medication and alternative therapy, counseling opportunities, and collaboration with multidisciplinary teams to enhance the patient outcomes in the clinic.

4-2016 to 10-2021 **Specialized Wound Care Management** Chesterfield, MO
Family Nurse Practitioner – Wound Care (Part-time)

Responsible for ongoing evaluation, treatment, and rounds on patients in the acute-rehab and skilled nursing facility of the Delmar Nursing homes in the Greater Kansas City Area. Responsible for collaborating with physicians, physical/occupational therapy, dietary, and nursing staff regarding the needs of the patients on services.

11-2016 to 5-2017 **Matrix Medical Health Network** Scottsdale, AZ
Family Nurse Practitioner-Flex Provider (Part-time)

Responsible for conducting detailed health assessments for Medicare patients (geriatric and disability) and Medicaid (pediatrics, disability, and geriatric). Providing education regarding medications, health diagnosis, and community resources. Collaborate with Physicians and other health care providers, when patients' risks are identified within patient's current health status.

10-2015 to 11-2016 **Matrix Medical Health Network** Scottsdale, AZ
Family Nurse Practitioner (Full-time)

Responsible for conducting detailed health assessments for Medicare patients (geriatric and disability) and Medicaid (pediatrics, disability, and geriatric). Providing education regarding medications, health diagnosis, and community resources. Collaborate with Physicians and other health care providers, when patients' risks are identified within patient's current health status.

1-2015 to 5-2015 & 8-2017 to 12-2019 **Washburn University** Topeka, KS
Clinical Adjunct Faculty (Part-time)

Instructs and guides nursing students within clinical settings, providing direction, assistance and serving as a resource for skill building and clinical competency.

8-2014 to 11-2015 **Matrix Medical Health Network Flex Provider** Scottsdale, AZ
Family Nurse Practitioner – Flex Provider (Part-time)

Responsible for conducting detailed health assessments for Medicare patients (geriatric and disability) and Medicaid (pediatrics, disability, and geriatric). Providing education regarding medications, health diagnosis, and community resources. Collaborate with Physicians and other health care providers when patients' risks are identified within patient's current health status.

4-2014 to 11-2015 **Geriatric Internal Medicine Specialist** Kanas City, KS
Family Nurse Practitioner

Responsible for managing, in conjunction with medical director, of the care of geriatric population in various settings, such as Skilled Nursing Facilities, Long-Term Care Centers, and Assisted Living Facilities. Conduct internal medicine rounds and manage care of patients in rehabilitation facilities and hospitals in the Kansas City Metropolitan Area.

11-2013 to 4-2014 **Advance Health** Asheville, NC
Family Nurse Practitioner

Responsible for conducting detailed health assessments for Medicare patients. Providing education regarding medications, health diagnosis, and community resources. Collaborate with Physicians and other health care providers when patients risk is identified within patient's current health status.

9-2013 to 1-2020 **Care Alternatives Hospice** Lee Summit, MO
Family Nurse Practitioner, PRN (Now Ascend Hospice)

Conducts face-to-face visits with patients on hospice care, ensuring they meet the criteria for hospice, according to Medicare guidelines. Supports staff with ongoing education, collaboration with all disciplines, and complimentary therapies that provide alleviation of discomfort and pain.

5-2012 to 9-2013 **Matrix Medical Network** Scottsdale, AZ
Family Nurse Practitioner

Responsible for conducting detailed health assessments for Medicare patients. Providing education regarding medications, health diagnosis, and community resources. Collaborate with Physicians and other health care providers when patients risk is identified within patient's current health status.

12-2010 to 6-2012 **Catholic Community Hospice** Overland Park, KS
Family Nurse Practitioner

Responsible for conducting face to face visits with patients upon recertification on hospice services, supervising chaplains and social workers, and providing educational in-services for the staff and community regarding hospice services, medical, and holistic information.

08-2009 to 8-2011 **Minute Clinic/CVS Pharmacy** Kansas City, KS
Family Nurse Practitioner

Responsible for treatment and management of selected disease processes and referral of clients to urgent care or primary care physicians, if need be. Immunizations, screenings, and other services provided to the community.

05-2009 to 08-2009 & 09-2010 to 07-2011 Unified Govt. **Wyandotte County Health Department** Kansas City, KS

Women's Health Nurse Practitioner

Work with NP, Nurses, and Nutritionist in multi-dimensional approach to health care. Provide wellness exams, family planning counseling, sexually transmitted disease treatment and counseling to women of all ages. Screen for abuse and educate on resources available. Refer for nutritional counseling, mammograms, ultrasounds, and laboratory work when needed.

03-2009 to 09-2009 **Hodges-Betts MD Homecare, LLC.** Kansas City, MO
Family Nurse Practitioner

Support physicians in private practice settings with management of patients who are homebound. Conduct clinics in various high schools in the KCMO school district, providing sports physicals, wellness exams, and education. Help coordinate patient care with home health agencies, provide community resources, and work with other healthcare professionals to provide team approach for optimal care of patients.

03-2008 to 1-2009 **ANEW Home Healthcare, Inc.** Overland Park, KS
Clinical Administrative Director

Oversees the overall clinical operations of the home health agency, ensuring compliance with regulations and patient care, marketing, customer relations, satisfaction, responsible for staff orientation and training.

03-2008 to 07-2008 **K.C.'s Home Healthcare, Inc.** Kansas City, MO
(Transitional) Director of Nursing Services

Oversees the overall clinical operations of the home health agency, ensuring compliance with regulations and patient care, marketing, customer relations, satisfaction, responsible for staff orientation and training.

12-2009 to 1-2010 (seasonal) **INSPIRIS, INC.** Brentwood, TN
Nurse Practitioner

Responsible for providing assessments in home and in skilled nursing facilities for insurance companies, making recommendations regarding plan of care options, and collaborating with other health care team members and insurance companies regarding plan of care.

10-2007 to 2-2009 **Minute Clinic/CVS Pharmacy** Kansas City, KS
Family Nurse Practitioner

Responsible for treatment and management of selected disease processes and referral of clients to urgent care or primary care physicians, if need be. Immunizations, screenings, and other services provided to the community.

6-2007 to 7/2008 **Associate Youth Services** Kansas City, KS
Community Health Nurse

Responsible for coordinating physical assessments, health related support groups, and educational offerings and health fairs to the youth in various AYS programs in Wyandotte County and District 500; making referrals to other healthcare disciplines as needed. Conducted weekly Parent support groups, weekly yoga/relaxation classes, and Zumba classes for fitness.

8-2006 **Assessment Technologies Institute™, LLC** Overland Park, KS
Nurse Writer

Writer for CE Module to be published in February Issue of MODERN, CE "Managing Nutrition and Hydration Needs in End-of-Life Care"

9-2006 to 10-2007 **Catholic Charities Hospice** Kansas City, KS
RN Case Manager

RN managing the overall care of patients in end-of-life transitions. Assessing and facilitating the oversight of pain management issues and palliative, comfort measures during the dying process. Case managed patient care and utilized interdisciplinary approach to achieve patient well-being during end of life, while providing some evening a weekend support for patients of Catholic Communities Hospice.

4-2006 to 5-2007 **Wild Oats Markets** Kansas Metropolitan Area
Volunteer Community Educator/Communiiversity

Provides holistic education and resources to the community through workshops, individual sessions to clients, and seminars at various store locations.

11-2005 to 9-2006 **Aseracare Hospice** Kansas City, Mo.
Director of Clinical Services

Supervises the overall nursing and psych-social needs of the patients, families, and nursing home caregivers of the hospice patient. Coordinates the educational needs of the staff and caregivers, responsible for orientation of new employees, annual reviewal, and oversees the compliance of the agency from a clinical perspective, as it relates to the conditions of participation and standardized regulations.

10-2005 to 11-2005 **Aseracare Hospice** Kansas City, Mo.
Patient Care Coordinator

Provides direct supervision of the nursing staff and home health aides within the agency, ensuring the satisfaction of the patient, caregiver, and nursing facilities that work in conjunction with the agency.

3-2005 to 10-2005 **Care Alternatives Hospice** Riverside, Mo.
Kansas Regional Case Manager / On call nurse

Organizes patient and family needs while utilizing the interdisciplinary approach to achieve patient well-being through end of life. Provides evening and weekend support patients of Northcare Hospice, assisting with pain management issues and palliative comfort measures during the dying process.

1-2004 to 1-2005 **Kansas City Community College** Kansas City, Ks.
Adjunct Clinical Instructor

Instructs and guides nursing students within clinical settings, providing direction, assistance and serving as a resource for skill building and clinical competency.

1-2005 to 3-2005 **MidAmerica Nazarene University** Olathe, Ks.
Adjunct Clinical Instructor

Instructs and guides nursing students within clinical settings, providing direction, assistance and serving as a resource for skill building and clinical competency.

1-2002 to 12-2010 **Wynbrick Healing Art Center** Liberty, Mo.
Director of Professional Continuing Education

Healthcare Liaison and Instructor, Responsible for bridging the gap between the healthcare professionals and the complimentary therapy movement. Responsible for educating

healthcare professionals, patients, and families in alternative methods of care and ways to incorporate those methods into current practice and daily living. Coordinates classes and educational events.

2-2015 to Current **Hen and Moon Apothecary (formerly Metamorphosis Holistic Product Company)** Kansas City, Ks.

A product company that creates and manufactures aromatherapy products, creating health and wellness at any stage in the life cycle. The company specializes products geared for improving end of life transitions, dementia behaviors, chronic pain, and mental health illness; to help promote balance and maintaining a quality of life.

5-2000 to Current **MH & IT, LLC** Kansas City, Ks.
Practitioner/Holistic Consultant

Metamorphosis Holistic and Integrative Therapies (Formerly known as Healing in Spirit Acupressure and Active Imagery)

Personal instruction and classes in relaxation and acupressure techniques. Sole proprietor of complimentary therapy practice. Services offered are nutritional counseling, hypnotherapy, essential oils, chakra balancing, Jin Shin Jyutsu, and Reiki, Emotional Freedom Technique, & Healing Touch.

5-2005 to 8-2005 **MidAmerica Nazarene University** Olathe, Ks.
Adjunct Clinical Instructor

Instructs and guides nursing students within clinical setting, providing direction, assistance and serving as a resource for skill building and clinical competency.

01-2004 – 05-2005 **Northcare Hospice** North Kansas City, Mo.
Case Manager/On call nurse

Provided evening and weekend support for patients of Northcare Hospice, assisting with pain management issues and palliative, comfort measures during the dying process. Case managed patient care and utilized interdisciplinary approach to achieve patient well-being during end of life.

6-2003 – 2-2004 **Menorah Medical Center** Leawood, Ks.
House and Staffing Supervisor

Served as clinical resource in the provision of patient care, provided adequate staffing for hospital's needs, coordinated and collaborated with staff to meet physician requests and resolve interdepartmental conflicts. Promoted customer and patient satisfaction, contributed to performance improvement, and assisted the hospital with meeting care outcomes and financial goals.

10-2003 – 8-2004 & 9-2006 **Warm Spirit Inc.** Clackamas, Or.
Independent Senior Consultant-Warm Spirit

Provider of holistic therapy products to meet all aspects of health, consultant on self-care products and how to incorporate them holistically into daily living, provider of education on holistic living, stress management, and empowering opportunities through the Warm Spirit industry.

12-2002– 6-2003 **Providence Medical Center** Kansas City, KS
5 North-5 South PRN float pool nurse

Inpatient patient management of medical surgical unit. Management 5-8 patient case load

with telemetry monitoring of select patients. Coordinate with physicians, nurses, and multi-disciplinary staff to achieve optimal outcome for patients.

9-2002 – 5-2003 **Holistic therapy and day spa** Kansas City, MO
Independent Practitioner/Holistic Consultant

Personal instruction in relaxation and acupressure techniques. Services offered are hypnotherapy, essential oils, and Jin Shin Jyutsu or Japanese Acupressure. Jin Shin Jyutsu Self-help classes and one on one sessions are offered using acupressure therapy to facilitate healing of the body, mind, and spirit. Hypnosis is utilized for weight loss, smoking cessation, stress management, self-esteem, grief, and topics pertaining to the client's needs.

9-1997 – 3-2003 **Truman Medical Center-Hospital Hill** Kansas City, MO
Sickle Cell Nurse Clinician

Coordinator of the Comprehensive Sickle Cell Disease Resource Center
Inpatient/Outpatient pain management and education, inpatient/outpatient health maintenance and education, case management, in-servicing of nurses and physicians, genetic counseling of patients/health care workers, alternative therapies, and performance improvement projects.

10-1998 – 8-2002 **Truman Medical Center-Hospital Hill** Kansas City, MO
Sexual Assault Nurse Examiner

Forensic Nursing, responsible for collection of evidence from the bodies of live rape victims, responsible for taking detailed reports of occurrence, and required to maintain chain of custody of evidence maintained from each case.

5-2000 to 5-2003 Speaker's Bureau for Purdue Frederick Pharmaceutical, Co.

7-1996 to 8-1997 Intensive Care Unit Staff Nurse, Providence Medical Center

7-1996 to 8-1997 Charge Nurse, Menninger Psychiatric Hospital at Providence Medical Center

7-1995 to 7-1996 Patient Care Technician/Unit Clerk, Providence Medical Center

7-1995 to 7-1996 Mental Health Technician, Menninger Psychiatric Hospital at Providence Medical Center

8-1994 to 7-1995 Physical Therapy Technician, Ramona Villa, Physical Therapy Providers

Education

8-2014 to 12-2019 Washburn University Topeka, KS.
DNP (Doctor of Nursing Practice), Post-Graduate Certificate-Psychiatric Nurse Practitioner, and Post Graduate Certificate-Substance Abuse Counselor.

8-2011 to 12-2011 Kansas City Chinese School of Medicine Overland Park, KS.
MS in Oriental Medicine (did not complete due to school not becoming accredited).

5-2006 to 1-2010 American Institute of Holistic Theology Birmingham, AL
PhD in Holistic Health and Metaphysics (School went out of business)

Pursuing higher education to further help clients in identifying the spiritual and energetic components of illness on various levels, and to help terminal patients in the hospice

setting transition with more of an understanding and peace regarding what he/she does not know or understand.

1-2005 to 5-2006 School of Metaphysics Kansas City, KS
Respondere Degree, completion of the first level

Pursuing higher education to further help clients in identifying the spiritual and energetic components of illness on various levels, and to help terminal patients in the hospice setting transition with more of an understanding and peace about what he/she does not know or understand.

1-1998 to 12-2004 Research College of Nursing School Kansas City, MO
Master of Science in Nursing, Family Nurse Practitioner

5-1994 to 5-1996 MidAmerica Nazarene College Olathe, KS
Bachelor of Science in Nursing

8-1988 to 5-1993 University of Tulsa Tulsa, OK
Bachelor of Science in Biology with Chemistry Minor

8-1984 to 5-1988 Sumner Academy of Arts & Sciences Kansas City, KS
High-school diploma

**Professional &
Holistic Education and
Training**

TRIPPS – Trauma Certification Program 3/2024 to current
Dancing Dog Yoga Training – Certified Vinyasa Yoga Instructor – 3-2023
MAT Certification – 10/2022 to current
Creation Academy (Leadership) – 12-2019 to current
Landmark Forum – Breakthrough Seminar 5-2017 to 8-2017
Landmark Forum – Introduction Leaders Training 4-2017 to 10-2017
Landmark Forum – Beyond Fitness Seminar 2-2017 to 5-2017
Advanced Landmark Forum 12-2016
Landmark Forum 11-2016
Intuitive Heart Training with Dr. Henry Reed, Edgar Cayce Foundation 9-2013
American Society of Acupuncture Basic Training and 100-hour Certification –
Incomplete – Program instructor died.
American Academy of Nurse Practitioners Health Policy Leader’s Fellowship
(October 2010)
Basic Parish Nursing Course, Liberty Hospital-Avila College, (May 2010)
Zumba Basic 2 Instructor Certification (May 2009)
Healing Touch Level 4 – 2-2009 and repeat 6-2014
As One Coaching Institute – Bark Institute of Coaching
3HO - Kundalini Yoga Teaching Certification 8-2007
Clinical Herbalist Certification, Prairie Wise Herbal School (current study)
Zumba Gold Instructor Certification (March 2008)
Zumba Basic 1 Instructor Certification (January 2008)
Circle of Life Holistic Wellness Coach Certification Course – 4-2007
Certified Holistic Life Coach – Spencer Institute – 6-2006
St. Luke’s Parish Nursing Program – 9-2005 – Level 1
School of Metaphysics – 01-2005 – 5-2005
(Received Respondere certificate for completion of first series of lessons)

Basic Herbalism Certificate II – Prairie Wise School Herbology, 9-2005–12-2005
 Basic Herbalist Certificate I – Prairie Wise School of Herbology, 9-2004–12-2004
 Lead Instructor – Foundations of Holistic Nursing - Sponsored by the American Holistic Nurses Association.
 Healing Touch Level 3 – 8-2007
 Healing Touch Level 2 – 4-2004
 Healing Touch Level 1 – 2-2004
 Acupuncture Certification Class – 10-2004
 International School of Chinese Medicine
 Reiki Master Teacher, 7-2003 – Master’s Institute
 Karuna Reiki Master/Teacher, 9-2003 – Master’s Institute
 Reiki Master/Teacher 4-2002 – Reiki Blessings Academy & Master’s Institute
 Chakra Therapist – Reiki Blessings Academy
 Reiki Practitioner – 3-2002 - current
 Hypnotherapist – 11-2001 – current
 Jin Shin Jyutsu Practitioner 4-2002 – current
 Jin Shin Jyutsu Self-Help Instructor Course – 7-2000
 Jin Shin Jyutsu Participant 4-1998, 4-1999 4-2000, 4-2001, 4-2002, 4-2003
 Summer Scholars Program Mentor – Expose inner-city high-school student to the health care profession.
 8-1999-2-2001 Research College of Nursing Preceptor, B.S.N. Program
 2-2000-Coordinator of Annual Sickle Cell Management Conference
 Pain pals – Truman Medical Center-West Pain Management Team

Volunteer activities

AHNA 2014 Conference – Sharing Circle Facilitator 6-2014
 AHNA EAC LEADER – 7-2013-current
 AHNA Network Leader –7- 2013-current
 Camp Blue Bird – Retreat for Cancer Survivors (Healing touch practitioner) 5-2009
 AHNA NETWORK LEADER – 1-2007 to current
 Communiiversity Volunteer Teacher, UMKC, 5-2006 to current, offering holistic classes a wellness guidance to the community.
 Volunteer Hostess, Powers of Ten Seminar, Penn Valley Community College, School of Metaphysics, 2-3-2006
 Volunteer Teacher, Mastery of Consciousness class, KS City Branch, School of Metaphysics, 1-2005 to 5-2006
 Nurse Volunteer, Breast Cancer Awareness First Aid Booth - Race for a Cure, 8-2000
 Nurse Volunteer, Diabetes Walk – 10-2000

Patents and publications

Author – **Nursing from the Inside-Out:** Transform your nursing practice through the art of self-care – Publish date – 1-15-2010
 Author – **Metamorphosis: A Soul’s Journey Through Poetry,** Published - March 2004

**Professional
presentations**

Assessment Technologies Institute, LLC.

“Managing Nutritional & Hydrational Needs in End-of-Life”

“Conquering Constipation” July/August issue of *LPN2007*

Community Awareness of Sickle Cell Disease, Regional Methodist Convention –
Trinity Methodist, A.M.E. **August 1998**

3rd Annual Sickle Cell Seminar-February 1998

Truman Medical Center In-services – January 1998 – February 2005

Cultural Diversity in the hospital setting, Caring for the Adult Client with Sickle Cell
Disease, and Sickle Cell Pain Management for Health Care Professional.

Sickle Cell Disease Awareness - Evangelistic Pentecostal Church - **March 1999**

Critical Care and the Sickle Cell Patient – **June 1999**

Sickle Cell Disease Across the Lifespan – Research College of Nursing–**November 1999.**

4th Annual Sickle Cell Seminar-February 2000

Increasing Health Care Professional’s Awareness of Sickle Cell Disease and
Pain Management- Research College of Nursing, **May 2000.**

Complications and Pain Management in Sickle Cell Disease – **December 2000,**
United Health Care, St. Louis, MO.

Complications and Pain Management in Sickle Cell Disease – **March 2001,**
United Health Care, St. Louis, MO.

Sickle Cell Disease Association of America – Sickle Cell Disease and the Community.
Board Member’s In-service. – **June 1, 2002,** Juniper Garden’s Center

“Breathing and Believing” – Complimentary Therapy, Black Health Care
Coalition. **August 10, 2002.** Freeman Avenue Baptist Church.

“Management and Complications in the Adult Sickle Cell Patient” – Nursing Staff,
October 11, 2002, KS University Medical Center

“Listening to your body with Jin Shin Jyutsu”- Bethel 7th day Adventist Church,
Health and Wellness Group, KS City, KS, **January 4, 2003**

“Jin Shin Jyutsu, the art of knowing oneself” – Truman Medical Center-
Hospital Hill, Black Chamber of Commerce, **January 18, 2003.**

“Coping with Chronic Illness” – WynBrick Healing Art Institute,
February 1, 2003

Hypnotherapy in Healthcare, “The mind behind the medicine”, Professional Continuing
Education, St. Joseph’s Medical Center, **March 12, 2003.**

Introduction to Hypnosis, “The mind behind the medicine”, Providence Medical Center,
April 15, 2003.

“The Balancing Touch”, Introduction to Energy work and Jin Shin Jyutsu.
Midland Hospice and Professional Continuing Education. **September 24, 2003 and**

September 26, 2003.

1st Annual Missouri Institute of Hypnotherapy Conference, "A Peace of Your Mind",
Nurturing the Nurse through Self-Hypnosis. **October 11-12, 2003.**

"Hypnosis for Nurses", KS City Kansas Community College,
October 13, 2003.

"Balancing Your Act", Jin Shin Jyutsu Self-Help, Professional Continuing Education,
Joseph's Medical Center, **November 10, 2003.**

"The Balancing Touch", Introduction to energy work and Jin Shin Jyutsu.

Kansas City Kansas Community College. **January 26, 2004.**

"Balancing your Act", Exploring Jin Shin Jyutsu Self-Help, KS City Kansas Community
College. **February 2, 2004.**

"Balancing your Act", Exploring Jin Shin Jyutsu in Healthcare, MO League
of Nursing, **September 28, 2004**, North Kansas City Hospital.

"Balancing your Act", Exploring Jin Shin Jyutsu in Healthcare, MO League
of Nursing, **October 6, 2004**, Springfield, MO.

"Balancing your Act", Exploring Jin Shin Jyutsu in Healthcare, MO League
of Nursing, **October 19, 2004**, Saint Louis, MO.

"Balancing your Act", Exploring Jin Shin Jyutsu in Healthcare, MO League
of Nursing, **October 20, 2004**, Columbia, MO.

"**Healing Touch in the Healthcare Setting**", Exploring Jin Shin Jyutsu in Health-
care, MO Association of Nursing Home Administrators, Inc.,
June 8, 2005, Lake of the Ozarks., MO.

"**Reiki I – Healing Therapy**", Wynbrick Healing Art Center, **June 18, 2005**,
Liberty, MO.

"**Reiki II – Healing Therapy**", Wynbrick Healing Art Center, **July 9, 2005**,
Liberty, MO.

"**Energy and Manifestation**", UMKC- Communiversity-School of Metaphysics,
November 2005

"**Understanding Sickle Cell Disease and Management**", **December 6, 2005**,
Labone Corporation, SCDA.

"**Self-Hypnosis for Health & Well-being**", July 20, 2006, Wild Oats Store

"**You are what you think**" **The Power of your Thoughts:** August 17, 2006,
Wild Oats Store

"**Discovering Jin Shin Jyutsu**", September 26, 2006, Wild Oats & Communiversity.

"**Balancing your Act**" September 28, 2006, Wild Oats & Communiversity.

"**Tap you Troubles Away!**" **Introduction to EFT (Emotional Freedom Technique)**
October 12, 2006, Wild Oats & Communiversity.

“Jin Shin Jyutsu in the hospice setting” October 24th, 2006, Clarion Hotel, Home Health Aide Convention.

“Take a Nice, Deep Breath” October 26, 2006, Wild Oats & Communiversity.

“You are What You Think: The Power of Your Thoughts”, November 12, 2006, Communiversity Health Fair.

“Seeing Hospice Differently”, January 9, 2006, MO Alliance for Home Care.

“Seeing Hospice Differently”, March 27, 2007, Clarion Hotel, Home Health Aide Convention.

“Taking Care of You”, June 7, 2007, BOWSE Law Firm. Co-Presenter
Darryl Olive

“Exploring Yoga”, August 16, 2007, KCFITNESS LINK YOGA TRAINING,
“The Light Center, Baldwin City, KS Darryl Olive

“Where your Dreams Can take you: Dream Interpretation for Self–Transformation and Growth”, June 14, 2008, MIH Holistic Therapy Convention, Unity Village.

“Balancing your Act”, (Understanding your Chakras Part I) June 19, 2008,
September 25, 2008, YWCA Teen Women’s Group.

“Have a self-care Affair”, **Nurturing yourself to care for others**, October 22, 2008, KS
University Medical Center, Case Manager’s Lunch and Learn.

“Introduction to the Circle of Life”, Communiversity-UMKC, 1/28/09, Waldo Public
Library

“Introduction to Holistic Nursing”, AHNA, February 11, 2009, West Wyandotte Public
Library

“Introduction to Holistic Nursing”, AHNA, March 11, 2009, West Wyandotte Public
Library

“Introduction to Holistic Nursing”, AHNA, April 15, 2009, West Wyandotte Public
Library

“Exploring Touch that Heals”, KCKCC, May 6, 2009, Lunch and Learn for Women’s
Resource Center

“2009 Inside-Out Self-Care Retreat”, May 8, 2009, Wynbrick Healing Art Center,
Liberty, MO

“Introduction to Holistic Nursing”, AHNA, May 13, 2009, West Wyandotte Public
Library

“Introduction to Holistic Nursing” and “Forget the Stress!”, KS Nursing School
Association Conference, Wichita Marriot, Wichita, KS., October 15, 2009

“Seeing Hospice Differently” KRHCA, CNA Conference, 1/15/2010
Kansas City, MO

“Do you Dare Self-Care?” Health, Holiness, and Humor Series; 9th Annual Health and
Spirituality Workshop; MHAH, Independence, MO; April 19th, 2011

“Do you Dare Self-Care?” Greater Kansas City Urban League, Professional Woman’s

Leadership Development Program, 10/2011

“Do you Dare Self-Care?” Faith Deliverance Church, MHAH, KS City, KS; Heart to Heart Series; September 16, 2011

“Do you Dare Self-Care?” Pleasant Valley Baptist Church, MHAH, Liberty, MO Hint for Hope Series; October 5, 2011

“Do you Dare Self-Care?” Oak Ridge Missionary Baptist Church, MHAH, Hope for the Heart Series; Kansas City, KS, February 16, 2012

“Way’s to Cope through Troubling Times; Making Self-Care a Priority”; MHAH; Kansas City, KS; March 10, 2012

“Do you Dare Self-Care?” Greater Kansas City Urban League, Professional Woman’s Leadership Development Program, 10/2012

“Pain 101” Villa St. Francis-Care Alternative’s Hospice, Olathe, KS; March 24, 2014

“Be a Stress-Less Being” May 1, 2014; The Elm’s Resort, Excelsior Springs, MO

“Taking the Happiness Journey” AHNA 2014 Conference, June 6, 2014
Portland, Oregon

“TAP your Troubles Away!” West Wyandotte Public Library, MHAH, KS City, KS, June 11, 2014

“Taking the Happiness Journey” KS.NA Membership Assembly, Holiday Inn Suites, Overland Park, KS, October 19, 2014

“TAP your Troubles Away!” Catholic Charities of Northeast Kansas City, KS, Foster Grandparent Program, November 12, 2014.

“Taking the Happiness Journey” Kansas BPW Conference – Basking in You, Ramada Inn Hotel, Topeka, KS, March 11-12, 2017

Professional memberships and License

St. Luke’s Health System Board of Directors – 2018 to 2020

International Society of Substance Abuse Nurses – 12- 2014 to 12-2015

Healing Touch International – 3-2014 to 3-2016

AHNCC - Board Certified Advanced Holistic Nurse Practitioner – current

AHNCC - Board Certified Nursing Coach through the AHNCC – current

AHNA member, Network leader 2004 to Current

Sickle Cell Disease Association Board Member 1-09.

ANA member, 1998 to Current

International Kundalini Yoga Teacher’s Association 5-09 to current

American Academy of Nurse Practitioners – 4-08 (Group Membership through Minute Clinic). Vice-President-2010

Board Certified through the American Nurses Credentialing Center – current

Kansas State Board of Nursing Advanced Registered Nurse Practitioner,

License number 53-46027, current

Kansas State Board of Nursing License,

License number 13-76187-012, current

Missouri State Board of Nursing Advanced Registered Nurse Practitioner,
License number – 148669, current
Missouri State Board of Nursing License,
License number 148669, current Basic Life support – American Heart Association,
expires 2018, current
2008 - Group member with the National Hospice and Palliative Care Organization
via Aseracare Hospice 2005 - 2006
Missouri League of Nursing
2004 - 2006
Registered member and Certified through American Board of Hypnotherapy (ABH)
10/02 – 10/03
Registered member and Certified through **International Association of
Counselors and Therapist** – 9/02 – 2004
Certified through Missouri Institute of Hypnotherapy – 11-01 to 11-04
Association of Bodywork and Massage Therapist – 02 to 8-04
ISCNAPA – International Sickle Cell Nurses and Physician's Assistants
1998-2001 Sickle Cell Disease Association of America – 1998-2004, 2009-to 2012
ANA / Kansas State Nurses Association – 1998-to current

Process for Record Keeping and Storage

Please verify that you will keep the records of the offerings for a minimum of five years after presentation. List what records will be retained, the location of the records and the steps taken to ensure confidentiality and security of the records. KAR 60-9-107(h)

Policy: Attendance/Credit

All records of attendance /completion will be stored by independent computer management firm for a period of ten years.

Computer Records are supported by 128bit encryption protocol (SGC).

Records are available to designated PCE staff.

Records will not contain SS#.

Records can be found by name, date of completion.

Special Considerations: None

Policy: Offerings

Offerings will be maintained for a two-year period.

Offering files will contain planning meeting minutes, learning objectives, agenda/pilot study results, number of CE awarded, description, faculty/author bio and description, contracts, bibliography, participant evaluation summary, sign-in/registration, announcement/advertising copy, dates available.

Special Considerations: None

Process for Notice of Change of Coordinator or Required Policies

Describe what methods will be used to notify KSBN of a change of coordinator or policies and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H)

The KSBN shall be notified in writing of a change in coordinator responsible for providership or required policy.

Consideration: Notice will be provided within 30 days.

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

Subject: Total Program Evaluation

Policy: PCE shall evaluate policies and procedures to effectively meet the needs of the providership. These needs will be both professionally as well as business needs. This will be done on a rotating basis yearly.

Tool used

PROFESSIONAL CONTINUING EDUCATION
TOTAL PROGRAM EVALUATION

page 1

AREA	DATE FREQUENCY	STANDARD	METHODOLOGY	MEETS STANDARD	DECISION
ADMINISTRATION					
Organizational Chart	March Yearly	Delineates authority Legal Program	Review Organizational chart	Yes	Reflects line of authority.
Philosophy Goals	March Yearly	Policy Statement Philosophy statement beliefs in mankind, nursing, adult learner, CE	Review Statement	Yes	Organization functions in compliance with stated philosophy and goals.
Objectives	March Yearly	Objectives include improvement in health, health care, and nursing.	Review Statement	Yes	Offerings in compliance with stated objectives.
Program Coordinator	March Yearly	Job description complies with KSBN requirements.	Review job description	Yes	Complies with requirements.
Advisory Committee	March Yearly	Statement of Purpose Membership Meetings	Review statement	Yes	Input and working relation with Coordinator is adequate. All areas represented.
PROGRAM MANAGEMENT					
Policies	January Yearly	Policies to reflect legal, KSBN requirements, operating techniques.	Review manual	Yes	Policies appropriate for needs.
Procedures	February Yearly	Procedures to reflect provider	Review manual	Yes	Procedures at this time

		KSBN requirements			necessary
Needs Assessment	September Yearly	Nursing population and Participants have input into offerings planned	Review tool, evaluations	Yes	Educational Needs are being met. Input being used from general population and past participants, advisory council.
Offerings	November Yearly	Offerings planned with NA and Advisory Council, and faculty.	Review minutes and syllabus	Yes	Planning involves NA, Ad. Council and faculty.
Records, Course Syllabus	May Yearly	CE Offering records to include: Bibliography Handouts Faculty vita Signature roster/registration, contracts, KSBN roster, planning minutes, Compiled evaluation, Brochure, Agenda/pilot study, Objectives, Hours awarded, title, and dates available.	Review syllabus and file	Yes	Each offering file includes requirements of KSBN as well as items necessary for office use.

TOTAL PROGRAM EVALUATION

Total Program Evaluation	June Yearly	Evaluate all areas	Review by Program Director and Coordinator	Yes	Effective at this time. Areas may be added as need arises
		Standards in place	Review	Yes	Reflects requirements
		Tools used by participants, faculty, and Advisory Council	Review	Yes	Effective for professional as well as business needs

Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

See attached offerings

Attestation: I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge. If all the above information is correct, please sign below. Otherwise, please go back and correct any information that is necessary. Signature:

Dr. Paul J. Hill Date: 11/02/2024

PROFESSIONAL CONTINUING EDUCATION
TOTAL PROGRAM EVALUATION

page 1

AREA	DATE FREQUENCY	2023-24 STANDARD	METHODOLOGY	MEETS STANDARD	DECISION
ADMINISTRATION					
Organizational Chart	March Yearly	Delineates authority Legal Program	Review Organizational chart	Yes	Reflects line of authority.
Philosophy Goals	March Yearly	Policy Statement Philosophy statement beliefs in mankind, nursing, adult learner, CE	Review Statement	Yes	Organization functions in compliance with stated philosophy and goals.
Objectives	March Yearly	Objectives include improvement in health, health care, and nursing.	Review Statement	Yes	Offerings in compliance with stated objectives.
Program Coordinator	March Yearly	Job description complies with KSBN requirements.	Review job description	Yes	Complies with requirements.
Advisory Committee	March Yearly	Statement of Purpose Membership Meetings	Review statement	Yes	Input and working relation with Coordinator is adequate. All areas represented.

PROFESSIONAL CONTINUING EDUCATION
TOTAL PROGRAM EVALUATION

page 2

AREA	DATE 2023-24 FREQUENCY	STANDARD	METHODOLOGY	MEETS STANDARD	DECISION
PROGRAM MANAGEMENT					
Policies	January Yearly	Policies to reflect legal, KSBN requirements, operating techniques.	Review manual	Yes	Policies appropriate for needs.
Procedures	February Yearly	Procedures to reflect provider KSBN requirements	Review manual	Yes	Procedures at this time necessary
Needs Assessment	September Yearly	Nursing population and Participants have input into offerings planned	Review tool, evaluations	Yes	Educational Needs are being met. Input being used from general population and past participants, advisory council.
Offerings	November Yearly	Offerings planned with NA and Advisory Council, and faculty.	Review minutes and syllabus	Yes	Planning involves NA, Ad. Council and faculty.

PROFESSIONAL CONTINUING EDUCATION
PROGRAM EVALUATION

page 3

AREA	DATE 2023-24 FREQUENCY	STANDARD	METHODOLOGY	MEETS	
				STANDARD	DECISION
Records, Course Syllabus	May Yearly	CE Offering records to include: Bibliography Handouts Faculty vita Signature roster/registration, contracts, KSNB roster, planning minutes, Compiled evaluation, Brochure, Agenda/pilot study, Objectives, Hours awarded, title, and dates available.	Review syllabus and file	Yes	Each offering file includes requirements of KSNB as well as items necessary for office use.

TOTAL PROGRAM EVALUATION

Total Program Evaluation	June Yearly	Evaluate all areas	Review by Program Director and Coordinator	Yes	Effective at this time. Areas may be added as need arises
		Standards in place	Review	Yes	Reflects requirements
		Tools used by participants, faculty, and Advisory Council	Review	Yes	Effective for professional as well as business needs

CERTIFICATE

THIS IS TO CERTIFY THAT



Nurse Name

LICENSE NUMBER

COMPLETED THE CONTINUING EDUCATION PROGRAM

Course Offering

INDEPENDENT STUDY

CONTACT HOURS

KANSAS PROVIDER - LT0053-0949

INSTRUCTOR

PCE

Professional Continuing Education, Inc.



LEARN GROW REPEAT

1310 N. 79th Terrace
Kansas City, KS 66112

DATE

COORDINATOR

CERTIFICATE

THIS IS TO CERTIFY THAT



Instructor Name

LICENSE NUMBER

HAS BEEN GRANTED CONTINUING EDUCATION CREDIT
IN ACCORDANCE WITH THE KANSAS STATE BOARD OF NURSING FOR THE
FOLLOWING COURSE INSTRUCTED.

Course Offering

**CONTACT HOURS GRANTED (DOUBLE FOR FIRST TIME PRESENTATION)
KANSAS PROVIDER - LT0053-0949**

DATE

PCE

Professional Continuing Education, Inc.



LEARN · GROW · REPEAT

1310 N. 79th Terrace
Kansas City, KS 66112

COORDINATOR

Professional Continuing Education, LLC
1310 N. 79th Terrace, Kansas City, KS 66112
Provider # LT0053-0949

Title of Session _____ CE# _____ Leader _____

Date of Session _____

Licensee's Signature	Address/Email	License Number

Coordinator Signature _____ Instructor Signature _____ Instructor Credit _____

CREATING AND MAINTAINING A SELF-CARE PRACTICE: THROUGH THE PANDEMIC AND BEYOND

By Dr. Rachel Y. Hill, DNP, APRN, FNP-BC, PMHNP-BC, AHN-BC, HWNC-BC
METAMORPHOSIS HOLISTIC & INTEGRATIVE THERAPIES 1310 N. 79th Terrace, KCK, 66112

CREATING AND MAINTAINING A SELF-CARE PRACTICE:

Through the Pandemic and Beyond

This course will lead you to focus on yourself and creating a self-care practice that strengthens the body, mind and spirit. The COVID19 pandemic created interesting restrictions, such as enforced curfews and business shutdowns nationwide. The world stopped for several days. We have been a fast-paced society for so long, if it wasn't on our calendar it wasn't going to happen. We can use restrictions to our advantage by focusing on ourselves and creating a self-care practice that improves our personal and professional life.

Fee \$65.00

CEUs RN/LPN 6.0 PT/PTA 6.0 KsBSRB 6.0 OT/OTA 6.0

This course can only be completed on-line.

TO ORDER please click the buy button below.

Not Sure? Read the Preview below!

Information 913-341-5627

Once purchased click "return to merchant" on the pay pal screen and it will link you to the text and the review questions. Complete as instructed.

Professional Continuing Education, Inc

CEUs for: RN/LPN PT/PTA KsBSRB OT/OTA

Professional Continuing Education, LLC is an approved provider of nursing continuing education by the Kansas State Board of nursing, offers this program for 7.5 hours credit applicable for relicensure. Kansas Provider Number LT0053-0949

GENERAL INFORMATION

This is the independent study program

Creating and Maintaining A Self-Care Practice: Through the Pandemic and Beyond

Your program includes both a text book which you will read and review questions with program evaluation. Please SAVE both to your device for easy access while studying. Please familiarize yourself with the review questions before you begin reading the text book. While reading the text you will have the opportunity to begin your own self care program. If you want to jot your thoughts down, click on this link <http://www.healthcare-pce.com/link-to-creating.html> You will access pages you can save and review as you progress in developing your own plan and beliefs. We highly recommend you using these helpful pages for your own reference as you plan your schedule of new activities.

Successful completion of this course requires that you complete and return the review questions and evaluation. We must receive the Q & As from you to award you credit. If necessary you may retake the review test without additional cost.

PCE will return to you a certificate, indicating the number of contact hours you have earned. Professional Continuing Education, Inc. is an approved provider of nursing continuing education by the Kansas State Board of Nursing, Kansas Provider Number LT0053-0949.

Your continuing education credit is provided by Professional Continuing Education Inc. We want this to be a pleasant experience for you in gaining your continuing education units. Your questions and comments are very helpful and appreciated. Please feel free to contact us at any time while taking this program. Ruthanne@healthcare-pce.com.

Fee \$65.00

CEUs: RN/LPN 6.0 KsBSRB 6.0 OT/OTA 6.0 PT/PTA 6.0

Professional Continuing Education, Inc.

3513 W 92 Terr Leawood, Ks. 66206

Ph 913-341-5627

Ruthanne@healthcare-pce.com

Questions or concerns , please call 913-341-5627

Policy: Participant completion of independent study

1. Participant shall provide registration information at time of purchase. Registration form completed by participant shall include:
 - Provider name, address and KSBN provider number.
 - Name of coordinator and/or author
 - Offering title
 - Date of purchase
 - Date of completion of post test
 - Participant name, contact information and license number
 - Contact hours awarded

Sample of Independent Study Registration/Completion

Professional Continuing Education, Inc

POBox XXXX Kansas City, Ks. 66112 KSBN LT0053-0949
Coordinator, Dr. Rachel Hill, DNP, R.N. 913-544-5938

Title

Author

INDEPENDENT STUDY REGISTRATION

please print

Date _____

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

E-Mail _____

License No. _____

Discipline _____

Do not write below, for office use

Date posttest received

CE Awarded

Policy: Certificate of completion

Certificate of completion shall be awarded to each participant at the completion of the program. Certificates shall include:

- PCE name, address, KSBN provider number and signature of Coordinator
- Name of participant and license number if provided
- Title of offering
- Number of CE hours awarded
- Date of completion
- Noted if gained by Independent Study or Instructor Credit

Special Considerations: None

Bibliography

- Badahdah, A. (2020). Prioritizing Workforce Wellbeing and Resilience: What COVID19 is Reminding Us About Self-Care and Staff Support. *Palliative Medicine*, pp. 1-6.
- Badahdah, A., Khamis, F., Mahyijari, N. A., Balushi, M. A., Hatmi, H. A., Salmi, I. A., . . . Noomani, J. A. (2020). The Mental Health of Health Care Workers in Oman during COVID-19 Pandemic. *International Journal of Social Psychiatry*, 1-6.
- Cooksley, V. G. (2002). *Aromatherapy: Soothing Remedies to Restore, Rejuvenate, and Heal*. New York, NY: Penguin Putnam Inc.
- Hill, DNP, APRN, FNP-BC, PMHNP-BC, R. Y. (2011). *Nursing From the Inside-Out: Living and Nursing from the Highest Point of Your Consciousness*. Sudbury, MA: Jones & Bartlett .
- Libster, M. (2002). *Delmar's Integrative Herb Guide for Nurses*. Albany, NY: Delmar-Thomson Learning, Inc.
- Morris, M. H., & Thomas, D. A. (2017). Article 17-Creative Counselor Self-Care. *VISTAS 2017 Online*, pp. 1-11.

PILOT RESULTS FOR
CREATING AND MAINTAINING A SELF-CARE PRACTICE:
FLOURISHING THROUGH THE PANDEMIC AND BEYOND

For the Independent study program given,

5 readers reported allotting from 5 to 7 hours to complete the
Independent study course (from 300 minutes to 420 minutes).

1 Contact Hour = 50 minutes

1. MJ – 5 hours
2. MB – 5 hours
3. RS - 7 hours
4. GH - 6 hours
5. SN – 7 hours

$300/50=6$ contact hours/Instruction hours for the program per each participant.

$6 \times 2=12$ contact instruction hours granted to presenter, for the initial creation of
the independent study program.

The certificate will show the continuing education units awarded for the independent study program.

Thank you for participating in Professional Continuing Education Independent Study

***Creating and Maintaining a Self-Care Practice:
Flourishing Through the Pandemic and Beyond***

Name: _____ **Phone** _____

Email _____ **License No** _____

Please complete the review questions and evaluation. Complete by highlighting, underlining, or XXX the correct answer. Then SAVE the document. Click on the LINK provided. Click to Submit.

1. Self-Care is the care we give that is focused on others.
 - a. True
 - b. False

2. HCW stands for Holistic Coalition for Wellness.
 - a. True
 - b. False

3. Burnout happens when health care professional is overworked, have high patient load, and feel unappreciated.
 - a. True
 - b. False

4. Self-Care should not be considered optional.
 - a. True
 - b. False

5. Name 3 Categories of Self-Care
 - a. _____
 - b. _____
 - c. _____

6. What is recommended to start the self-care practice?
 - a. _____

7. What a myth about self-care practice?
 - a. _____

8. Self-care is first the responsibility of who?
 - a. You
 - b. Boss

- c. Colleagues
- d. Mother

9. Select 3 common health issues healthcare providers experience (select all that apply).

- a. Pregnancy
- b. Insomnia
- c. Chronic pain
- d. Personification
- e. Depression

10. What pandemic has changed the face of healthcare for providers in 2020?

- a. Burnout
- b. Spanish Flu
- c. Corona Virus (COVID19)

11. Health Providers might fear death and catching COVID19.

- a. True
- b. False

12. Massage oils can be used for mental health challenges.

- a. True
- b. False

13. Sobolo is an herbal stimulant for focus and attention.

- a. True
- b. False

14. Infusions are the same as a tea.

- a. True
- b. False

15. What part of the nervous system is connected to our stress response?

- a. Parasympathetic
- b. Sympathetic
- c. Symphysis pubis

16. Herbs should not be used in self-care.

- a. True
- b. False

17. Drinking water is a form of self-care.

- a. True
- b. False

18. Taking a class at a community college is not a form of self-care.
 - a. True
 - b. False

19. Binge shopping on amazon prime and spending outside of your budget is therapeutic and should be considered self-care.
 - a. True
 - b. False

20. Illegal marijuana use is self-care if you grow it yourself.
 - a. True
 - b. False

EVALUATION

Your evaluation is very important to us. Please complete this evaluation and return it with your review test. Thank you!

The following learning objectives were addressed in this course. Please identify whether or not these objectives were met.

- | | | |
|--|-----|---------|
| 1. Discuss brief overview of COVID19 impact with healthcare providers. | Met | Not Met |
| 2. Define self-care and discuss the main categories. | Met | Not Met |
| 3. Verbalize understanding of the importance of a self-care practice for health of the physical body, good mental hygiene, and for spiritual well-being. | Met | Not Met |
| 4. Create a list of current/potential self-care practices for implementation. | Met | Not Met |
| 5. Describe Self-Care Tools to implement and start the Journey | Met | Not Met |
| 6. Create a morning, midday, and/or evening ritual that fits your daily schedule and is exactly what your body has ordered. | Met | Not Met |

The course content will meet my professional needs.

Strongly Agree	Agree	Disagree	Strongly Disagree
----------------	-------	----------	-------------------

This course was well organized and easy to follow.

Strongly Agree Agree Disagree Strongly Disagree

This course material was up-to-date.

Strongly Agree Agree Disagree Strongly Disagree

I would recommend this course to others. Yes No

Comments:

Please SAVE this document to your desktop. When you are ready to send it back to PCE click the following link, attach the file, and SUBMIT

<http://www.pcenow.com/link-to-creating.html>

If you prefer just to email the saved file to DoctorRachelHill@gmail.com
We cannot Award CEUs without this feedback

About the Author



**Dr. Rachel Y. Hill, DNP,
APRN, FNP-BC,
PMHNP-BC, AHN-BC,
HWNC-BC**

Dr. Rachel Y. Hill is a Doctoral prepared, Family and Psychiatric Nurse Practitioner, who specializes in holistic and integrative medicine, mental health, and wound care. She works in an holistic private practice and is kept busy being the CEO of Metamorphosis Holistic & Integrative Therapies, LLC offering holistic coaching, education, and holistic treatments to help alleviate pain, stress, and promote wellness and being the CEO of Hen & Moon Apothecary, an herbal and aromatherapy company that provides a special line of specially formulated massage and aromatherapy blends for individuals who want to take a holistic route to balance and well-being. The company also serves hospices and dementia care units, with comfort care products. She is a published author and has written a book for Nurses on Self-Care entitled, "Nursing from the Inside-Out", published by Jones & Bartlett and also published a book of poetry entitled, "Metamorphosis: A Soul's Journey through Poetry".

www.Henandmoon.com

www.holisticnp-kc.com

Creating and Maintaining a Self-Care Practice:

Through the Pandemic and Beyond

Even if we suspected uncertainty looming over horizon, the uncertainty of the COVID19 hit us like a “Mack-10 truck!” The pandemic was and continues to leave us with unanswered questions, confusing statistics, and more confusion on the best ways we can move forward with our lives, as we once knew them. The COVID19 pandemic created interesting restrictions, such as enforced curfews and business shutdowns nationwide. The world stopped for several days, while many of us were confined to the comforts of our homes with our families. We have sacrificed our need for social interaction with others in hopes to minimize risks of spreading and/or contracting the virus. Even as businesses are now beginning to open again, we are voluntarily less mobile as we do our own screening to avoid large crowds and gatherings. We have been a fast-paced society for so long, many of us did not have time to scratch our noses unless it was put on our calendar. We can use restrictions to our advantage by focusing on ourselves and creating a self-care practice that improves our personal connection, decreasing our feelings of isolation, while strengthening the body, mind, and

At the completion of this course of study you will be able to:

1. Discuss brief overview of COVID19 impact with healthcare providers.
2. Define self-care and discuss the main categories.
3. Verbalize understanding of the importance of a self-care practice for health of the physical body, good mental hygiene, and for spiritual well-being.
4. Create a list of current/potential self-care practices for implementation.
5. Describe Self-Care Tools to implement and start the Journey
6. Create a morning, midday, and/or evening ritual that fits your daily schedule and is exactly what your body has ordered.



Proposed Offering

THE HAPPINESS JOURNEY

Presenter: Rachel Y. Hill, DNP, APRN, FNP-BC, PMHNP-BC, AHN-BC, HWNC-BC

(On-line Class)

Do you need a pep-talk every morning just to jumpstart yourself for every shift? Do you see burn-out syndrome in your future? Not feeling quite like you measure up? Do you wonder if there is a "Happy Pill" out there that's legal, really works, and won't grow extra parts that you've never had before? If you're asking these types of questions, then it's time. It is time to take the Happiness Journey with me. In 1 online class per week, you can learn the science behind happiness. You can begin mastery of tools that allow you to create sustainable happiness on a daily basis. You have the power to make your own magic happen, and share that with others! Enjoy an informative, transformative, fun, and interactive partnership with me. Meet me on "Happy Street!"

Objectives:

1. Define positivity ratio and how to define in personal and professional life.
2. Discuss negativity bias and how to refocus.
3. Analyze the benefits and insights gained from a negative event.
4. Plan a future event and savor the anticipation embedded in this process.
5. Define micro-flow and look for ways to create micro-flow in ordinary chores or tasks.
6. Experience reframing a negative event.
7. Discuss and identify when you find yourself maximizing – try satisficing instead.

For independent study, credit will be awarded for the time spent to complete the packet as determined by the pilot study. 50 minutes will be awarded as one contact hour.

Tentative hours of online class

Class 1 - 7:00pm-9:30pm (2 ½ hours)

Class 2 - 7:00pm-9:00pm (2 hours)

Class 3 - 7:00pm-9:00pm (2 hours)

Class 4 - 7:00pm-9:30pm (2 ½ hours = 9 hours total)

9 hours continuing education units will be granted, as an estimate. The final determination made will be based on the average time (minutes/hours) spent by a team of 5 readers completing the course. The time will be converted to determine the continuing education units granted, per participant. The Nurses who will participate in pilot study, as readers, are represented from various areas of the nursing profession.

The National Task Force Method of determining continuing education units shall be utilized for programs.

Bibliography will be chosen at the discretion of the presenter with materials selected within the last 5 years, as resources for the proposed presentation.

Creating and Maintaining a Self-Care Practice: Through the Pandemic and Beyond

INSTRUCTOR EVALUATION

Your evaluation is very important to us. Please complete this evaluation and return it with your post test. Completion of instructor evaluation is required. Thank you!

The following learning objectives were addressed in this course. Please identify whether or not these objectives were met.

- | | | |
|--|-----|---------|
| 1. Understand the impact of COVID19 impact on Healthcare providers in the workplace. | Met | Not Met |
| 2. Provided good self-care strategies to implement in clinical experience and day to day life. | Met | Not Met |
| 3. Verbalize the importance of self-care practices for all aspects of daily life. | Met | Not Met |
| 4. Identify the self-care practices for physical, mental, and spiritual well-being. | Met | Not Met |
| 5. Understand the necessity of self-care practices for self and patients. | Met | Not Met |
| 6. Identify that facet of one's life is affected by COVID19 | Met | Not Met |
| 7. Recognize potential self-care practices for implementation. | Met | Not Met |
| 8. Describe self-care tools that support the personal/professional Journey | Met | Not Met |

The course content will meet my professional needs.

Strongly Agree Agree Disagree Strongly Disagree

This course was well organized and easy to follow.

Strongly Agree Agree Disagree Strongly Disagree

This course material was up-to-date.

Strongly Agree Agree Disagree Strongly Disagree

I would recommend this course to others. Yes No

Comments:

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Advent Health Ottawa LT 0055-0905 Renewal

Name of Program Coordinator: Jessica Wasson

Date Received: 1/13/25

Date to CNE Committee: March 2025

Approved

Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Jessica Wasson	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ” 	X	
<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual 	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		X
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		
• The participant's name and license number, and the number of contact hours awarded		
• The title of the offering		

• The date on which the offering was completed		
• Either the completion of a posttest or a return demonstration		
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 ACLS	#2 Neonatal Resuscitation
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X

• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Renewal application reviewed and checklist completed by Carol Moreland, MSN, RN

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Need

Name of Provider: Advent Health Ottawa LT 0055-0905 Renewal

Name of Program Coordinator: Jessica Wasson

Date Received: 1/13/25

Date to CNE Committee: March 2025

Approved

Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Jessica Wasson	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: _____"	X	
• Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		X
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		
• The participant's name and license number, and the number of contact hours awarded		
• The title of the offering		

<ul style="list-style-type: none"> The date on which the offering was completed 		
<ul style="list-style-type: none"> Either the completion of a posttest or a return demonstration 		
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
<ul style="list-style-type: none"> The provider's name, address and provider number 	X	
<ul style="list-style-type: none"> The title of the offering 	X	
<ul style="list-style-type: none"> The date or dates of attendance or completion 	X	
<ul style="list-style-type: none"> The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded 	X	
<ul style="list-style-type: none"> The signature of the individual responsible for the providership 	X	
<ul style="list-style-type: none"> The name and license number of the participant 	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
<ul style="list-style-type: none"> A summary of the planning 	X	
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	
<ul style="list-style-type: none"> The title and objectives 	X	
<ul style="list-style-type: none"> The offering agenda or, for independent study, pilot test results 	X	
<ul style="list-style-type: none"> A bibliography 	X	
<ul style="list-style-type: none"> A summary of the participants' evaluations 	X	
<ul style="list-style-type: none"> Each instructor's education and experiences 	X	
<ul style="list-style-type: none"> Documentation to verify completion of the offering 	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 ACLS	#2 Neonatal Resuscitation
<ul style="list-style-type: none"> A summary of planning 	X	X
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	X
<ul style="list-style-type: none"> The title and behavioral objectives 	X	X

• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Initial Application: Renewal:

Name of Provider: AdventHealth Ottawa

Provider Number (For Renewal): LT0055-0905

Legal Body (If different from provider):

Address of Provider: 1301 S Main St. Ottawa KS 66067

Telephone: 785-229-8847

Email: jessica.wasson@adventhealth.com

Program Coordinator (RN): Jessica Wasson

Date (mm/dd/yyyy): 01/13/2025

Program Management

Assessing Need and Planning CNE

Please describe what advisory groups or planning committees were formed and what factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

CNE Nurse Advisory Board

A. Membership

- Inpatient Director
- Nursing Education Coordinator, Chairperson
- Executive Director of Surgery
- Senior VP Chief Clinical Officer
- Director of Quality Improvement & Risk Management

B. Functions

- The three main functions of the CNE/Nurse Advisory Board include the following:
 1. Assess the CNE needs of the nursing staff and community nurses utilizing both formal needs assessment forms and/or unperceived need identification i.e., quality improvement efforts, current nursing trends, new procedures, new services, new technology.
 2. Evaluate the actual offerings.
 3. Determine the effectiveness of the evaluation process including tools used. The CNE Advisory Board meets as needed to make recommendations concerning the continuing education program.

Program Management

All Continuing Education Policies and Procedures are written in accordance with CNE Statute & Regulations (KSA 65-1117, KSA 65-1119, KAR 60-4-103, 60-9-105, 60-9-106, 60-9-107.)

A. Notification of KSBN Due to Policy or Procedure Change (KAR 60-9-107(b)(3)(H))

If there is a change in any of Continuing Education Providership Program policies or procedures, the change is reported to the Board of KSBN within 30 days of the change.

B. Offering Approval Process (KSA 65-1117, KAR 60-9-105 and 107 sections b and d) includes:

1. A summary of the planning for the CNE

2. Behavioral objectives (KAR 60-9-105d)
 3. Content meets KSA 65-1117a for continuing nursing education
 4. Instructor education and experience including knowledge and expertise in the content area
 5. Current bibliography of books within 10 years and periodicals within 5 years
 - i. Classic references (Books > 10 years/periodicals > 5 years) must be less than 25% of the bibliography
 6. An evaluation of the offering to assess learner achievement of each objective, and expertise of individual instructors
- Needs Assessment:

A. Target Population

When identifying our target population, we request the services of the Nurse Advisory Board for their input. The board is made up of various nursing services allowing for a broad perspective for the identification of our target population. For specific CNE offerings, the target population changes each time, and so the objective is to identify the appropriate population but make a variety of offerings available.

EDU-800 Continuing Education Providership Program

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Policy (Reference) #EDU-800 Page 8 of 9

B. Process of Assessing Needs and Planning CNE

The methods to determine educational needs will include, but are not limited to the following:

1. Committee action from Nurse Advisory Board or other hospital committees
2. Personal interviews, individual requests
3. Group conference with Department Managers, Supervisors, or from staff meetings and/or coordinated effort with Medical Staff Education for collaborative learning.
4. Nursing education surveys.

C. Learning Needs

We perform a survey on a periodic basis to collect data on relevant programs to nursing.

Process for Fee Assessment

Describe the method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations.

Registration, Fees, and Sign-in Process

It is the policy of the Education Department to request all hospital personnel and outside class participants to pre-register prior to attending any educational offering with the following:

1. Participant Name
2. Title
3. Address and email
4. Telephone
5. Professional License #

Registration Fees

Employees: AH Ottawa provides CNE offerings free of charge where a job requirement exists. If no job requirement exists, a fee is charged to participants to offset costs, especially where the hospital brings in an outside organization or instructors to teach the class.

Outside Participants: Currently, the Education Department charges \$25.00/credit hour for all CNE offerings that are developed by AH Ottawa. For Nationally Standardized courses such as ACLS or NRP with commonly accepted market prices, these prices are charged to nonemployees. Fees are outlined specifically for all courses in Education Policies.

For Nationally Standardized courses such as ACLS, or NRP that have standardized commonly acceptable market prices, these prices are charged to non-employee (i.e., The 2-day ACLS standard course fee is currently \$250). Fees are outlined specifically for all courses in Education Policies.

If a learner presents with insufficient funds, our policy is in accordance with hospital policy and will be given to administration or the business office for resolution. If the Education Department is aware of the insufficient funds prior to a class, a participant may not attend the class until this is resolved.

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

Revised: 2024-

Offering Announcements

All offering announcements are posted online to the hospital web page and advertised four to six weeks prior to the offering. Brochures/posters are to be completed under this same time frame for posting of the event. The program brochure will contain the following:

1. Name of Provider (AdventHealth Ottawa)
2. Offering title
3. Date, time, and place of offering
4. Provider Statement includes:
 - a. "AdventHealth Ottawa is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____ contact hours applicable for APRN, RN or LPN or LMHT re-licensure. Kansas State Board of Nursing Provider Number LT0055-0905.
 - b. Number of contact hours of the offering

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented. 1. Summary of planning; 2. Behavioral objectives of the offering; 3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117; 4. Documentation is received of each instructor's experience and education; 5. The bibliography of each presentation is received and up to date; 6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter. KAR 60-9-107(d)

Course offerings are retained in the education office with electronic files on the coordinator's computer. Contents of the files for each offering includes:

1. A summary of the planning
2. A copy of the offering brochure
3. The title and objectives
4. An offering agenda or, for independent study, pilot test results
5. A bibliography
6. A summary of participant evaluations
7. Each instructor's education and experience with their knowledge and expertise in the content area
8. The class roster signed daily by all participants to verify completion of the offering.

For courses that last more than one day, participants sign each day or instructors may verify attendance on either paper or electronic rosters.

Process for Awarding Contact Hours

Describe the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This must include your method of calculating partial credit, more than one hour, because of early departures or late arrivals.

Describe also how instructor credit is calculated and how independent study credit is calculated. If you offer independent study, you must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e)

F. Attendance and Process of Awarding Contact Hours

Those arriving late or leaving early will be issued CNE contact hours at a reduced rate from participants who attended the entire CNE. Calculation of contact hours in this situation is done by the CNE Coordinator. No offering will be less than 1 contact hour.

This provider awards the following contact hours for the actual time attended, including:

1. Contact hours documented on the course roster for the actual time attended, including partial credit for one or more contact hours.
2. Credit for fractions of hours over 30 minutes computed towards a contact hour.
3. Instructor Credit: Two contact hours are given for each hour of the first-time presentation of an approved offering for licensed nurses or mental health technicians. However, no more than 15 contact hours may be given per offering. Instructor credit is granted to the individual who prepares and presents the CNE and CNE hours are calculated by the CNE Coordinator. Instructor credit excludes any standardized, prepared curriculum (per KAR 60-9-107).
4. Independent study credit is not presently offered. Should it be offered, credit is based on required time to complete as documented by CNE provider's pilot time test results.
5. Clinical hours

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)

E. Roster

The CNE program rosters contain the following information:

1. The provider's name, address, provider number and coordinator name.
2. The title of the offering.
3. Date(s) of the offering.
4. The presenter(s) of the offering.
5. The number of contact hours awarded.

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Policy (Reference) #EDU-800 Page 5 of 9

6. Participant names and their license numbers with their signature to verify attendance.

Process for Record Keeping and Storage

Please verify that you will keep the records of the offerings for a minimum of two years after presentation. List what records will be retained, the location of the records and the steps taken to ensure confidentiality and security of the records.
KAR 60-9-107(h)

Record Keeping

Course offerings are retained in the education office with electronic files on the coordinator's computer. Contents of the files for each offering includes:

1. A summary of the planning
2. A copy of the offering brochure
3. The title and objectives
4. An offering agenda or, for independent study, pilot test results
5. A bibliography
6. A summary of participant evaluations
7. Each instructor's education and experience with their knowledge and expertise in the content area
8. The class roster signed daily by all participants to verify completion of the offering.

For courses that last more than one day, participants sign each day or instructors Record Storage System

A locked file is maintained in the Education office to assure confidentiality and easy retrieval of records by authorized personnel. Course offering files are retained for two years. The file is confidential yet accessible by the Education Department staff and individuals such as instructors. A participant may request their own records. The only exception to this is managers may request a copy of their employee's attendance at educational offerings may verify attendance on either paper or electronic rosters.

Process for Notice of Change of Coordinator or Required Policies

Describe what methods will be used to notify KSBN of a change of coordinator or policies, and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H)

If there is a change in any of Continuing Education Providership Program policies or procedures, the change is reported to the Board of KSBN within 30 days of the change

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)

E. Roster

The CNE program rosters contain the following information:

1. The provider's name, address, provider number and coordinator name.
2. The title of the offering.
3. Date(s) of the offering.
4. The presenter(s) of the offering.
5. The number of contact hours awarded.

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6. Participant names and their license numbers with their signature to verify attendance.

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

Signature: **Jessica Wasson**

Digitally signed by Jessica Wasson
Date: 2025.01.13 12:15:36 -06'00'

Date: 01/13/2025

CURRICIULUM VITAE

Jessica Renae Wasson

748 North 100 Road

Baldwin City, KS 66006

785-248-1337

Education:

Missouri Western State University Nursing Program, St. Joseph, MO (2004-2007)
BSN - RN graduated December 15, 2007

Northwest Missouri State University, Maryville, MO (2004-2004)
1 year General Studies

South Holt High School, Oregon, MO (1991-2003)
High School Diploma

Professional Experience:

Advent Health Ottawa, Ottawa KS (formerly Ransom Memorial Hospital)
Family Birth Place Manager (02/2019 – present)
Family Birth Place Interim Manager (10/2018-02/2019)

Ransom Memorial Health, Ottawa, KS (4/2012-present)

Registered Nurse - Family Birth Place staff nurse (LDRP/Nursery)
Registered Nurse – Medical- Surgical staff nurse

Saint Francis Health Center, Topeka, KS (7/2010-4/2012)
Registered Nurse - New Life Center (LDRP / Pediatrics)

Ottawa Family Physicians, Ottawa, KS (3/2009-7/2010)
Registered Nurse - office nurse

Heartland Regional Medical Center, Saint Joseph, MO (12/2007-3/2009)
Registered Nurse - Medical Telemetry Nurse

Professional Licensure & Certifications:

Certified Obstetric Nursing (RNC-OB) 2020 - present

Neonatal Resuscitation Program Instructor (Fall 2018 – present)

Certified Breastfeeding Educator (September 2017-present)

Continuous Advanced Cardiac Life Support Certification (June 2012 – present)

Continuous Neonatal Resuscitation Program Certification (July 2010-present)

STABLE Certification (July 2010 – present)

Continuous Basic Life Support Certification (2006-present)

Teaching Experience:

Assisting and providing education in the facility for PERK and GEDA accreditation

Specific unit education as needed for LDRP /nursery unit

Teaching of Neonatal Resuscitation Program & Mock Codes,
Ottawa, KS (Sept 2018 – present)

Certified Breastfeeding Educator, Ottawa, KS (Sept 2017-present)

Preceptor for new hires - Med-Surg & Family Birth Place, Ottawa, KS (2014-present)

Organized & Update Resource book for Family Birth Place, Ottawa, KS (2016-present)

Intra Uterine PC presentation to FBP staff, Ottawa, KS – May 2016

Swab culture Presentation to FBP staff, Ottawa, KS – May 2017

South Holt School District, Oregon, MO (2004-2009)

Substitute teacher grades K-6th as needed

South Holt School District – Basketball coach, Oregon, MO (2007-2009)

Junior Hoopsters 5th & 6th grade girls

South Holt School District – Softball coach, Oregon, MO (2004-2007)

8/10/12 and under girls Softball

CURRICULUM VITAE

Rhonda J. Schurz
1301 S. Main
Ottawa, Ks. 66067
785-229-8277-work
rhonda.schurz@adventhealth.com

EDUCATION

May 1991 to present: Registered Nurse, Associate Degree, Colby Community College, Colby, Ks.

PROFESSIONAL LICENSURE & CERTIFICATIONS

Nursing License, Kansas State Board of Nursing May 1991 to present
Emergency Medical Technician, June 2001 to December 2016
Advanced Cardiac Life Support Instructor, June 2007 to present
Basic Life Support Instructor, June 2005 to present
Basic Life Support Instructor Update February, 2023
Advanced Cardiac Life Support Instructor update February, 2023
Pediatric Advanced Life Support provider, to present

TEACHING EXPERIENCE

2016 to present, BLS instructor to Advent Health of Ottawa staff
2016 to present, ACLS instructor to Advent Health of Ottawa staff
2015 to 2016, BLS and ACLS instructor to Phillips County Health Systems staff

PROFESSIONAL EXPERIENCE

November 2016 to present at Advent Health of Ottawa-Med Surg and Charge nurse, supervises work performance of nursing staff, mentors/orientates new nurses to the unit in terms of the Service Standards and Mission statement of Advent Health of Ottawa.

May 1991 to August 2016 at Phillips County Health Systems- Charge, ER, and Med Surg nurse, supervised work performance of nursing staff and mentored/oriented new nurses to the unit in terms of patient care, staff relations and efficiency of service.

Rhonda Schurz, RN
Curriculum Vitae May 2023-Advent Health of Ottawa

**AdventHealth Ottawa
1301 S. Main Ottawa, KS
Year Ending June 2024 Total Program Evaluation**

Area	Frequency	Responsible Person	Criteria	Date <small>(optional)</small>	Findings	Actions/ Recommendations
Administration	Annual	CNE Coordinator	Job description of CNE coordinator	June 2024	Change in CNE – Job description updated	CNO updated job descriptions
Policies						
Assess need planning Written tools Evaluation summaries	Annual	CNE Coordinator / Clinical nurse educator	Program planning pulled from survey findings and needs identified from evaluation summaries Identified needs from tools include risk management & performance improvement meetings, nurse leadership meetings, med staff meetings, and course evaluations to plan programs	June 2024	Compliant	None needed
Fees Assessment	Annual	CNE Coordinator	Policy meets organization and customer needs	June 2024	Compliant	Employee classes are free if required, or reasonably priced below the market. Outside participants charged more. Several classes are now taught by outside organizations due to nurse instructor shortage. There is a fee to the hospital staff for these courses by instructors brought in when the CE is required for the job. Staff whose job require these

						<p>courses attend free. Staff whose job does not require that class for their job, these staff will pay the same fee as the hospital pays.</p> <p>Nominal fees added for when a CE certificate reissue is requested.</p>
Area	Frequency	Responsible Person	Criteria	Date	Findings	Actions
Offering Announcements	Annual	CNE Coordinator / Clinical Nurse Educator	Reviewed to ensure necessary information for KSBN compliance	June 2024	Compliant	None needed.
Offering Approval Process	Annual	CNE Coordinator	Reviewed policies and compare to KSBN requirements.	June 2024	Compliant	None needed
Awarding Contact Hours	Annual	CNE Coordinator	Review agendas and pilot test results to verify contact hours awarded are accurate. Review documentation that partial credit is properly issued based on participation.	June 2024	Compliant	None
Verifying participation & completion	Annual	CNE Coordinator / Instructors	Review rosters and certificates. Ensure compliance with KSBN requirements	June 2024	Compliant	Added electronic sign in option and instructor verification of participants for electronic sign in
Recordkeeping	Annual	CNE Coordinator	Audit file contents of all courses for compliance with KSBN requirements	June 2024	Compliant	None needed
Notification of changes	Annual	CNE Coordinator	Review procedures that changes are reported to KSBN regarding: Change in coordinator	June 2024	Change in CNE this year	Compliant – changed CNE Coordinator in Feb 2024

Area	Frequency	Reviewed By	Item to Review	Date	Results	Actions/Comments
Total Program Evaluation Effectiveness	Annual	CNE Coordinator Instructors CNE Committee	Administrative Policy 01.4.52 compared to KSBN requirements Review total program evaluation and compare contents to KSBN requirements Effectiveness of CNE Providership	June 2024	Effectiveness verified. More frequent offering of resuscitation courses. Instructors are qualified and mentored.	Providership is compliant with Administrative & Program Management Processes. Expectations of hospital and department of nursing fulfilled for the needed courses.
Continuing Education Instructors (optional)	Every 2 years to 3 years.	CNE Coordinator	1. Instructor job descriptions 2. Curriculum vitae 3. Review that instructor certifications remain current for the class they teach 4. Instructor Policy	June 2024	1.No changes 2. CVs updated Spring and Summer 2023 3. Current 4. No change	1 & 2. Compliant 3. Current. 4. Instructors have adequate supplies, classroom space, leadership – provided computer specific for education. FEE FOR LT CNE ANNUAL RENEWAL WAS PREVIOUSLY MAILED TO KSBN
MISC						

Policy # EDU-800	Policy Name EDU-800 Continuing Education Providership Program
Policy Location AH Ottawa	Responsible Department Nursing Administration
Policy Owner or Executive Owner Emily Peoples (OW-Clinical Nurse Educator)	Original Creation Date Not Set
Policy Effective Date 5/18/2022	Policy Review Date 5/18/2022

I. SCOPE:

Continuing Nursing Education Program

II. PURPOSE:

The purpose for the Continuing Nursing Education program at AdventHealth Ottawa is to provide nursing staff with quality offerings that include well-trained and experienced speakers that facilitate a growth of knowledge, skills, and attitudes related to nurses' individual practices and re-licensure. This will directly impact the quality of care that patients receive.

III. POLICY:

AdventHealth (AH) Ottawa is an approved provider by Kansas State Board of Nursing for Nursing Continuing Education under Kansas Provider Number LT 0055-0905.

IV. PROCEDURE/GUIDELINES:

I. Philosophy of the Continuing Nursing Education (CNE) Program

The Education Department accepts responsibility for providing Continuing Nursing Education programs to our nursing staff, and area nurses to effectively meet the continuous learning needs to perform in their various roles as nurses. To meet the learning needs of all personnel, we believe that:

The Education Department, in collaboration with hospital administration, hospital nursing staff, area nurses, and the CNE Advisory Board, will plan, implement, and evaluate continuing education offerings using organized learning experiences directed toward the achievement of designated behavioral objectives. The Education Department CNE coordinator is responsible for approving nursing continuing education.

The continuing education offerings will serve to update the participant on current trends in practice, education, and health needs of the community.

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The Education Department promotes the professional development of individual nurses through educational guidance, promotion of advanced professional study, and by participation in educational offerings. The individual has the primary responsibility for the development and maintenance of his/her expertise, identifying his/her own learning needs and taking the initiative to meet those needs by participation.

II. Goals and Objectives

- A. The primary goal is to provide CNE to support license renewal.
- B. It is also the goal of this program to improve and build upon education, experience, and attitudes of APRNs, RNs, LPNs and LMHTs. Program offerings will include relevant topics to enhance practice, education, administration, research, or theory development, to the end of improving the health of the public.

III. CNE Program Coordinator & Notification of Change in Coordinator

A. Jessica Wasson RNC-OB, BSN, CNE Program Coordinator

- 1. The CNE Coordinator shall be:
 - a. a licensed professional nurse with a baccalaureate degree.
 - b. have three years of clinical experience.
 - c. have one year of experience in developing and implementing nursing education.
- 2. If the Program Coordinator is changed, the coordinator shall notify the Kansas State Board of Nursing in writing within thirty days.

IV. CNE Nurse Advisory Board

A. Membership

Inpatient Director
Nursing Education Coordinator, Chairperson
Executive Director of Surgery
Senior VP Chief Clinical Officer
Director of Quality Improvement & Risk Management

B. Functions

The three main functions of the CNE/Nurse Advisory Board include the following:

- 1. Assess the CNE needs of the nursing staff and community nurses utilizing both formal needs assessment forms and/or unperceived need identification i.e., quality improvement efforts, current nursing trends, new procedures, new services, new technology.
- 2. Evaluate the actual offerings.
- 3. Determine the effectiveness of the evaluation process including tools used.

A. Frequency of Meetings

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The CNE Advisory Board meets as needed to make recommendations concerning the continuing education program.

V. Program Management

All Continuing Education Policies and Procedures are written in accordance with CNE Statute & Regulations (KSA 65-1117, KSA 65-1119, KAR 60-4-103, 60-9-105, 60-9-106, 60-9-107.)

A. Notification of KSBN Due to Policy or Procedure Change (KAR 60-9-107(b)(3)(H))

If there is a change in any of Continuing Education Providership Program policies or procedures, the change is reported to the Board of KSBN within 30 days of the change.

B. Offering Approval Process (KSA 65-1117, KAR 60-9-105 and 107 sections b and d) includes:

1. A summary of the planning for the CNE
2. Behavioral objectives (KAR 60-9-105d)
3. Content meets KSA 65-1117a for continuing nursing education
4. Instructor education and experience including knowledge and expertise in the content area
5. Current bibliography of books within 10 years and periodicals within 5 years
 - i. Classic references (Books > 10 years/periodicals > 5 years) must be less than 25% of the bibliography
6. An evaluation of the offering to assess learner achievement of each objective, and expertise of individual instructors.

C. Offering Announcements

All offering announcements are posted online to the hospital web page and advertised four to six weeks prior to the offering. Brochures/posters are to be completed under this same time frame for posting of the event. The program brochure will contain the following:

1. Name of Provider (AdventHealth Ottawa)
2. Offering title
3. Date, time, and place of offering
4. Provider Statement includes:
 - a. "AdventHealth Ottawa is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for _____ contact hours applicable for APRN, RN or LPN or LMHT re-licensure. Kansas State Board of Nursing Provider Number LT0055-0905.
 - b. Number of contact hours of the offering
5. Fee, if any

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D. Registration, Fees, and Sign-in Process

It is the policy of the Education Department to request all hospital personnel and outside class participants to pre-register prior to attending any educational offering with the following:

1. Participant Name
2. Title
3. Address and email
4. Telephone
5. Professional License #

Registration Fees

Employees: AH Ottawa provides CNE offerings free of charge where a job requirement exists. If no job requirement exists, a fee is charged to participants to offset costs, especially where the hospital brings in an outside organization or instructors to teach the class.

Outside Participants: Currently, the Education Department charges \$25.00/credit hour for all CNE offerings that are developed by AH Ottawa. For Nationally Standardized courses such as ACLS or NRP with commonly accepted market prices, these prices are charged to non-employees. Fees are outline specifically for all courses in Education Policies.

For Nationally Standardized courses such as ACLS, or NRP that have standardized commonly acceptable market prices, these prices are charged to non-employee (i.e., The 2-day ACLS standard course fee is currently \$250). Fees are outlined specifically for all courses in Education Policies.

If a learner presents with insufficient funds, our policy is in accordance with hospital policy and will be given to administration or the business office for resolution. If the Education Department is aware of the insufficient funds prior to a class, a participant may not attend the class until this is resolved.

Sign In for Verification of Participation and Offering Completion

Sign in is done at the beginning of the offering in the classroom by signing a daily attendance roster. Any area of the roster that has yet to be completed the participant will complete at this point. (i.e., participants license number, name, etc.). Instructors are permitted to verify attendance on paper or electronic rosters.

E. Roster

The CNE program rosters contain the following information:

1. The provider's name, address, provider number and coordinator name.
2. The title of the offering.
3. Date(s) of the offering.
4. The presenter(s) of the offering.
5. The number of contact hours awarded.

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6. Participant names and their license numbers with their signature to verify attendance.

** An Education Department staff member is present during the sign-in process. **
All completed rosters are filed with the course offering file in a secure location.

F. Attendance and Process of Awarding Contact Hours

Those arriving late or leaving early will be issued CNE contact hours at a reduced rate from participants who attended the entire CNE. Calculation of contact hours in this situation is done by the CNE Coordinator. No offering will be less than 1 contact hour.

This provider awards the following contact hours for the actual time attended, including:

1. Contact hours documented on the course roster for the actual time attended, including partial credit for one or more contact hours.
2. Credit for fractions of hours over 30 minutes computed towards a contact hour.
3. Instructor Credit: Two contact hours are given for each hour of the first-time presentation of an approved offering for licensed nurses or mental health technicians. However, no more than 15 contact hours may be given per offering. Instructor credit is granted to the individual who prepares and presents the CNE and CNE hours are calculated by the CNE Coordinator. Instructor credit excludes any standardized, prepared curriculum (per KAR 60-9-107).
4. Independent study credit is not presently offered. Should it be offered, credit is based on required time to complete as documented by CNE provider's pilot time test results.
5. Clinical hours

G. Certificates

The approved provider shall award certificates of attendance to participants after completion of a CNE offering. Certificates shall be complete before distribution to participants. Each certificate shall contain the following:

1. The provider's name, address, and provider number
2. The title of the offering
3. The date(s) of the attendance or completion of an offering
4. The number of contact hours for participants. where applicable, designation of any independent study or instructor contact hours awarded
5. The signature of the individual responsible for the providership
6. The name and license number of the participant

A participant needing verification of attendance and/or a new certificate may give a verbal or written request to the Education Department. A replacement certificate is given after verification of attendance for a nominal fee.

H. Instructor Selection Criteria

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Instructors are arranged on a per program basis. Suitability of individual instructors will be based on the following criteria:

1. Education qualifications- Instructors will document appropriate experiences and education credentials or attendance for competency related education for the offering they teach.
2. Clinical expertise on specified topic will be documented.
3. Knowledge/experience in adult teaching/learning.

Instructor selection for an individual offering may be affected by geographic and personal availability and budgetary considerations. Instructors will be paid per individual contractual agreement.

I. Process for Record Keeping and Storage

Record Keeping

Course offerings are retained in the education office with electronic files on the coordinator's computer. Contents of the files for each offering includes:

1. A summary of the planning
2. A copy of the offering brochure
3. The title and objectives
4. An offering agenda or, for independent study, pilot test results
5. A bibliography
6. A summary of participant evaluations
7. Each instructor's education and experience with their knowledge and expertise in the content area
8. The class roster signed daily by all participants to verify completion of the offering. For courses that last more than one day, participants sign each day or instructors may verify attendance on either paper or electronic rosters.

Record Storage System

A locked file is maintained in the Education office to assure confidentiality and easy retrieval of records by authorized personnel. Course offering files are retained for two years. The file is confidential yet accessible by the Education Department staff and individuals such as instructors. A participant may request their own records. The only exception to this is managers may request a copy of their employee's attendance at educational offerings.

J. Other Policies

1. Program Cancellation/Refunding

Cancellation - Only outside participants are charged a fee. (See registration fees)

Participant fees for any classes cancelled by AdventHealth Ottawa are refunded. Participants may transfer registration to another offering. Fees will be adjusted accordingly.

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Cancellation of Attendance by Pre-registered Attendees Process:

All attendees, both AH Ottawa employees and outside participants, must call and cancel attendance no later than 48 hours before the start of the class. If the participant cannot be rescheduled, course materials will be retrieved, and a full refund will be given.

If attendees fail to give the proper notice of cancellation or “no call, no show,” for the course, the following actions will be taken:

Outside Participants – No refund will be given.

AdventHealth Employees – At pre-registration, employees consent to payroll deduction for failure to properly cancel out of class. The payroll deduction is processed on the next payroll cycle if the participant did not properly cancel.

Exceptions are made for emergency situations such as unexpected illness the day of class,

Exception to the Cancellation Policy

Exceptions will be considered for family illness, accident, or death. In the interest of public need, or special circumstances, the Director of Education reserves the right to make exceptions to this cancellation policy.

2. Co-Sponsorship

This program will consider co-sponsorship of programs in which joint planning may meet needs of the hospital staff and/or community agencies.

- a. Responsibilities regarding who will process continuing education credit is to be clearly defined.
- b. A CNE program must meet guidelines of KSBN.
- c. When the AH Ottawa Long Term Providership Number is used to grant CNE credit, AdventHealth Ottawa is responsible for Program Management (Section V) and Record Keeping (Section I).

3. Independent Study

AdventHealth Ottawa does not use independent study for awarding of contact hours.

VI. Needs Assessment:

A. Target Population

When identifying our target population, we request the services of the Nurse Advisory Board for their input. The board is made up of various nursing services allowing for a broad perspective for the identification of our target population. For specific CNE offerings, the target population changes each time, and so the objective is to identify the appropriate population but make a variety of offerings available.

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B. Process of Assessing Needs and Planning CNE

The methods to determine educational needs will include, but are not limited to the following:

1. Committee action from Nurse Advisory Board or other hospital committees
2. Personal interviews, individual requests
3. Group conference with Department Managers, Supervisors, or from staff meetings and/or coordinated effort with Medical Staff Education for collaborative learning.
4. Nursing education surveys.

C. Learning Needs

We perform a survey on a periodic basis to collect data on relevant programs to nursing.

VII. Total Program Evaluation Tool

Total Program Evaluation is a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program to make subsequent decisions.

The total program evaluation plan should provide a systematic process for collections and analyzing the data needed to determine if the Providership is meeting the established policies and procedures. This is not an evaluation of individual education offerings.

The total program evaluation is done and reported annually on the online annual report to KSBN. It may be presented as a narrative or a chart or in any format appropriate for the provider.

The total program evaluation plan must evaluate the entire program.

A. Program Administration – program coordinator’s responsibilities (i.e., job description)

B. Program Management – policies and procedures are to address the following:

1. Assess need/ planning
 - a. written tool as needed
 - b. summary finding from participant evaluations
2. Fee assessment- meets organization and customer needs
3. Announcements of offerings reflect required information
4. Offering approval process for changes in KSBN policies
5. Awarding contact hours and partial credit situations
6. Verifying participation/completion by rosters and certificates
7. Record keeping- files are audited for compliance with KSBN requirements
8. Notification of changes of procedures that are reportable to KSBN

C. Total Program Evaluation – ability of the plan to measure the overall effectiveness of the CNE Providership and compliance to KSBN requirements

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V. DEFINITION(S):

1. "Approval" means the act of determining that a Providership application or course offering meets applicable standards based on review of the total program or the individual offering.
2. "Approved Provider" means a person, organization, or institution approved by the board, that is responsible for the development, administration, and evaluation of the CNE program or offering.
3. "Behavioral objectives" means the intended outcome of instruction stated as measurable learner behaviors.
4. "Certificate" means a document that is proof of completion of an offering of one or more contact hours.
5. "Contact hour" means 50 minutes of participation in a learning experience that meets KSA 65-1117 CNE definition.
6. "Total program evaluation" is a systematic process by which an approved provider analyzes outcome of the overall CNE program to make subsequent decisions.
7. "KSBN" means Kansas State Board of Nursing.

VI. EXCEPTION(S):

1. Inservice and on the job training assist in fulfilling job responsibilities and are not eligible for CNE credit.
2. Orientation instruction that familiarizes employees with healthcare institution and their position.

VI. REFERENCE(S):

Kansas State Board of Nursing CNE Requirements
KSA 65-115 Licensure of professional Nurses
KSA 65-1117a Renewal of License, confirming education requirements.
KSA 65-1119 Approved providers of continuing education
KSA 65-1119e Providers of continuing nursing education
60-9-105 Definitions
60-9-106 CNE for renewal licenses
60-9-107 Approval of CNE Process

VIII. RELATED DOCUMENT(S) / ATTACHMENT(S):

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ACLS Planning Summary 2024

Advanced Cardiac Life Support (ACLS)

ACLS is an adult lifesaving course offered through our American Heart Association (AHA) regional training center affiliation with Stormont Vail Health Center. The course is designed for healthcare providers who direct or participate in management of cardiopulmonary arrest or other cardiovascular emergencies. The course is required for some nurses, all nursing supervisors, all charge nurses, and most doctors in our rural facility, ACLS is offered multiple times a year. It is a highly recommended course for all clinical staff in the facility.

The class is given by nurse instructors and a respiratory therapist from various areas of the hospital who have been trained as instructors through Franklin County Ambulance Services and the AHA requirements are monitored through them.

The recertification course is for those staff who have taken ACLS and are already confident in their resuscitation skills and wish for a shorter course. The lead instructor and managers of these staff help determine if a person is ready for the recertification course.

Jessica Wasson RNC-OB, BSN

CNE Coordinator

Revised 12/9/2024. JRW



American
Heart
Association.

Advanced Cardiovascular Life Support

PROVIDER MANUAL

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CNE/IV Therapy Committee 106

ADVENTHEALTH OTTAWA

ACLS CERTIFICATION CLASS



CLASS DATES:

May 16th, 2024 (Initial)

July 18th, 2024 (Recert)

July 19th, 2024 (Initial)

Course Objectives:

- Demonstrate Primary & Secondary assessment & CPR skills
- Demonstrate the establishment of a patent airway through airway devices/adjuncts
- Comprehend and apply cardiac arrest algorithm to a simulated patient
- Manage brady and tachyarrhythmias that can result in arrest
- Comprehend and apply ALCS algorithms for asystole and PEA
- Evaluate resuscitative efforts
- Model effective communication and teamwork

Cancellation:

You are required to cancel within 24 hours of a scheduled class if you cannot attend class. Exceptions are made for emergencies. A \$25 fee will be applied to no call/no shows.

Book Fee:

Books are signed out in your name and delivered to your department. If the book is not returned, there is a book fee of \$25.

Where:

AdventHealth Ottawa
Conference Rooms
1301 S. Main, Ottawa, KS 66067

Time:

8:00 AM- 4:30 PM

Cost:

\$0 (For AH Ottawa Employees)

How to Register:

1. Go to Connect
2. Click on Quicklinks & Resources
3. Type Education Classes

Prerequisites:

- Must be proficient in cardiac rhythm recognition
- An online pretest with a passing score is required
- All participants must have a current BLS card and demonstrate proficiency during class.

**AdventHealth Ottawa is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course is approved for 6 contact hours applicable for APRN, RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number LT0055-0905.

Contact:

CNE Coordinator Jessica Wasson at 785-229-8847 or jessica.wasson@adventhealth.com
or
CNE/IV Therapy Committee 107
Clinical Nurse Educator Emily Peoples at 785-248-2938 or emily.peoples@adventhealth.com

Advent Health ACLS AGENDA

Day One

Day 1

8:00-8:10 Welcome, Introductions, and Course Administration
 8:10-8:25 **Lesson 1:** ACLS Course Overview and Organization
 8:25-8:40 **Lesson 2:** The Science of Resuscitation
 8:40-8:50 **Lesson 3:** Systematic Approach
 8:50 – 9:00 Break

Break into 2 Groups:	Lesson 4: Learning/Teaching Station: High Quality BLS	Lesson 5: Learning/Teaching station: Airway Management
9:00-9:30	Group 1	Group 2
9:30-10:00	Group 2	Group 1
Instructor:		

10:00-10:30 **Lesson 6:** Technology Review (Crash Cart)
 10:30-11:00 **Lesson 9:** Team Dynamics and Megacode
 11:00-11:30 Rhythm recognition review/game
 11:30-12:00 LUNCH on your own

	Lesson 13: Learning station: Bradycardia	Lesson 14: Learning Station: Tachycardia, Stable and Unstable
12:00- 12:20	Group 1	Group 2
Instructor:		

	Lesson 10: Learning Station: Cardiac Arrest – PEA/Vfib	Lesson 15 Learning Station: Immediate Post-Cardiac Arrest Care
12:20 – 12:40	Group 1	Group 2
Instructors:		

12:50 – 13:00 Mock Code Blue Demonstration – Instructors

Advent Health

ACLS AGENDA One day Initial

Day Two or One Day Recert (continued)

1:00-1:30 **Lesson 7:** Acute Coronary Syndrome

1:30-2:00 **Lesson 8:** Stroke

2:00-2:15 Break

Any for ACLS Recert complete BLS, Airway Management first

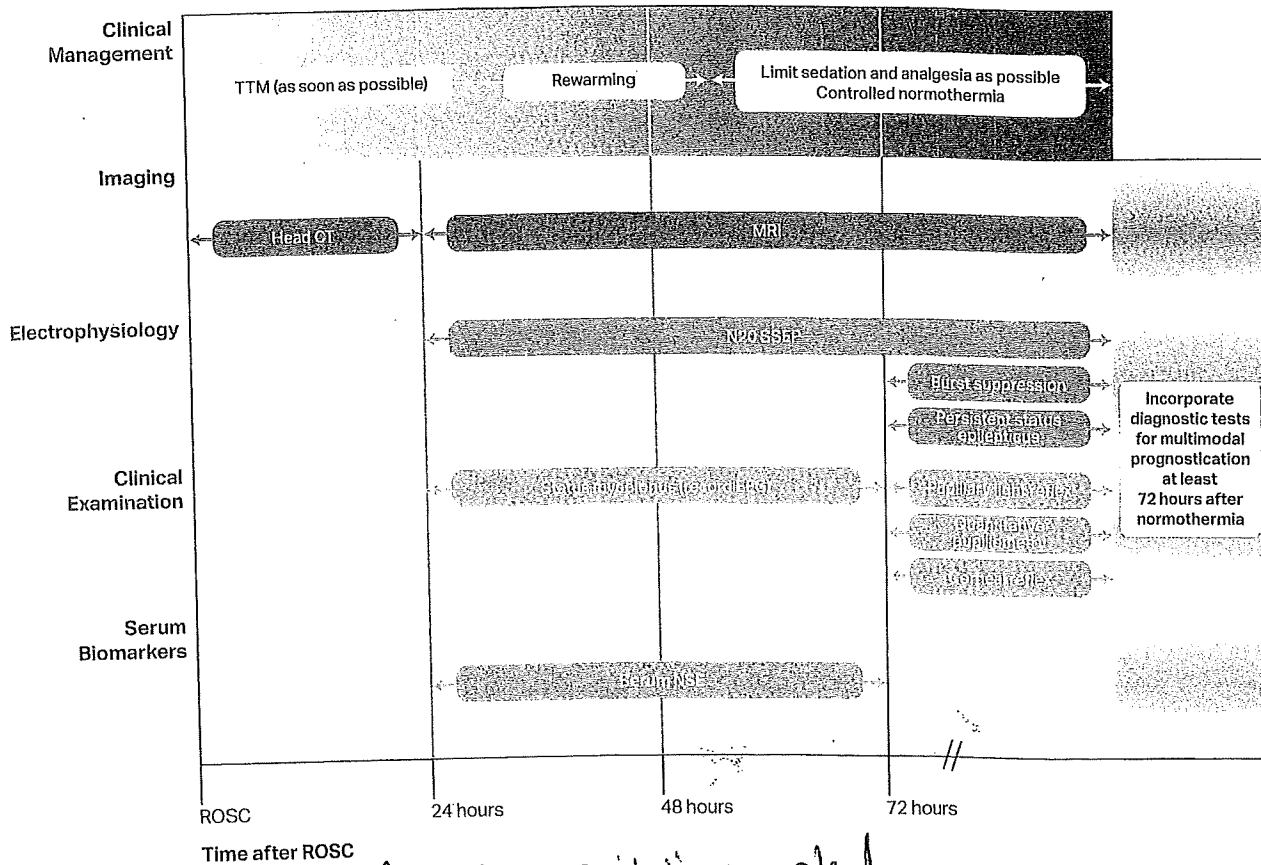
	Lesson16 Learning Station: Megacode Practice	Lesson 16 Learning station: Megacode Practice	
2:15-4:15	Group 1	Group 2	
Instructors:			

	Megacode
4:15 – 5:15	Group 1
Instructors:	

5:00-5:15 Break
5:15 – 6:00 Written Exam
6:00 – 6:15 Remediation
6:15 Class Ends

Revised 10/2023 DD
Reviewed 10/2024 JRW

Figure 61. Schematic overview of a multimodal approach to neuroprognostication.



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CURRICULUM VITAE

Melissa Emley
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Wellsville, Kansas 66092
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EDUCATION

August 2001- May 2005 Emporia State University- Nursing
Bachelor's Degree
Emporia, Kansas

PROFESSIONAL LICENSURE & CERTIFICATIONS

2005- Present Registered Nurse
2019- Present Neonatal Resuscitation Program (NRP)
2019- Present S.T.A.B.L.E.
2017- Present Pediatric Advanced Life Support
2017- Present Advanced Cardiac Life Support
2005- Present Basic Life Support

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

September 2019 - Present Olathe Health System- Mom/Baby

November 2016- Present Advent Health Ottawa- Ottawa, Kansas
November 2016 -July 2019 Advent Health Ottawa- Medical Surgical Unit and Intensive
Care Unit- Floor Nurse and Charge Nurse
July 2019- Present Advent Health Ottawa – Family Birth Place

January 2015- 2019 Osawatomie State Hospital – Adair Acute Care
Osawatomie, Kansas

July 2005- May 2010 University Of Kansas Hospital- Kansas City, Kansas
Ortho and Family Medicine- Floor Nurse and Relief Charge
Trauma – floor nurse

CURRICULUM VITAE

Royal Simms
2192 Vermont Road
Rantoul, KS 66079
(785) 893-1073
royal.simms@adventhealth.com

EDUCATION:

January 2003- December 2004 Neosho County Community College
 Associates Degree Nursing
 Ottawa, KS

PROFESSIONAL LICENSURE & CERTIFICATIONS

2004-2005 Licensed practical nurse
 IV certified
2005- Present Registered Nurse
2004- Present BLS provider
2013- Present ACLS provider
2015- Present TNCC provider
2017- Present PALS provider
2022- Present BLS instructor
2022- Present ACLS instructor

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

February 2004-February 2005
 Ransom Memorial Hospital, Ottawa, Ks
 Med-Surg
 LPN with IV certification

March 2005- February 2013
 Ransom Memorial Hospital, Ottawa, Ks
 Med-Surg
 RN

2007-2014
 Medicalodge, Paola, KS
 RN PRN

2013-2016
 Ransom Memorial Hospital, Ottawa, KS
 ICU

RN

2016-2017

Ransom Memorial Hospital, Ottawa, KS
ASCU/PACU
RN

2019-2021

Miami County Medical Center, Paola, KS
Float Nurse (Med-Surg, PACU, ER)
RN

2017- Present

Adventhealth Ottawa, Ottawa, KS
ER
RN

TEACHING EXPERIENCE

2004-Present

Student Nurse Preceptor
Adventhealth Ottawa, Ottawa, KS

2014-2016

ICU nurse Preceptor
Ransom Memorial Hospital, Ottawa, KS

2018-Present

ER nurse preceptor
Advent health Ottawa, Ottawa, KS

2022-Present

BLS instructor
Adventhealth Ottawa, Ottawa, KS

2022-Present

ACLS instructor
Advent health Ottawa, Ottawa, KS

CONTINUING EDUCATION

Yearly renewal of NIHSS
Bi-yearly renewal of PALS, BLS, ACLS

Quadrineal renewal of TNCC

PROFESSIONAL HONORS & AWARDS

2022 Daisy award nominee

2023 Daisy award nominee

CURRICULUM VITAE

Rebecca L. Savage
327 Virginia Rd.
Greeley, KS. 66033

EDUCATION

Aug. 1979 CRT, Certified Respiratory Therapy Program, Bethany Medical Center, Kansas City, KS

PROFESSIONAL EXPERIENCE & ACHIEVEMENT

March 1979 – Sept. 1981 CRT, Olathe Community Hospital, Olathe, KS

April 1987 – July 1990 CRT, Ransom Memorial Hospital, Ottawa, KS

Sept. 1992 – 1995 CRT, Olathe Medical Center, Olathe, KS

Feb. 1992 – Sept. 1992 CRT, Anderson County Hospital, Garnett, KS

Sept. 1994 – Sept. 2000 CRT, Miami County Medical Center, Paola, KS

April 1995 to present Certified Respiratory Therapist and American Heart BLS instructor at Ransom Memorial Hospital/Advent Health Ottawa, Ottawa, KS

April 2001 – 2019 Safe Sitter Instructor, Ransom Memorial/Advent Ottawa, Ottawa, KS

Sept. 2015 – May 2016 Volunteer Art Instructor at St. Rose Phillipine Duschene School, Garnett, KS. Grades 5th through 8th.

Feb. 2017 to present American Heart Association ACLS instructor, Ransom Memorial Hospital/Advent Health Ottawa, Ottawa, KS

CURRENT CERTIFICATIONS:

American Heart Association Basic Life Support Provider
AHA Basic Life Support Instructor
AHA Advanced Cardiovascular Life Support Provider
AHA ACLS instructor

Rebecca L. Savage

Curriculum Vitae
CNE/IV Therapy Committee 119

Neonatal Resuscitation Program Provider
Kansas State Board of Healing Arts Respiratory Therapist

TEACHING EXPERIENCE

1995 to present	AHA CPR instructor for various students and organizations including health care professionals, bus drivers, high school and Junior high school students, school teachers, coaches, day care Providers and first responders.
Aug. 2015 to May 2016	Art instructor for St. Rose School, Garnett, KS. Grades 5-8.
Feb. 2017 to present	Basic Life Support and Advanced Cardiac Life Support instructor at Ransom Memorial Hospital/Advent Health Ottawa, Ottawa, KS
September 2023 to present	PALS instructor candidate

CURRICULUM VITAE

Emily Peoples
2014 Osborne Terrace
Ottawa, KS 66067
(785) 893-2593
emily.peoples@adventhealth.com

EDUCATION

August 2011- May 2015	Kansas State University- Public Health Bachelor's Degree Manhattan, KS
August 2015-May 2017	Saint Luke's College of Health Sciences- Nursing BSN Kansas City, MO

PROFESSIONAL LICENSURE & CERTIFICATIONS

2024- Present	Certified Lactation Counselor (CLC)
2017- Present	Registered Nurse
September 2017- Present	Neonatal Resuscitation Program (NRP)
December 2018- Present	Neonatal Resuscitation Program (NRP) Instructor
October 2017-Present	S.T.A.B.L.E.
2015- Present	Basic Life Support
2018- Present	Advanced Cardiac Life Support

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

2016-2017	Nurse Tech, Children's Mercy Hospital- Pediatric ICU Kansas City, MO
January 2016- December 2017	Overland Park Regional Medical Center- Neonatal ICU Overland Park, KS
December 2017- November 2023	AdventHealth Ottawa- Family Birth Place Ottawa, KS
May 2023-May 2024	Overland Park Regional Medical Center- Perinatal Outreach Coordinator Overland Park, KS
January 2024-May 2024	AdventHealth South Overland Park- LDRP Overland Park, KS
April 2024- Present	AdventHealth Ottawa- Clinical Nurse Educator

Ottawa, KS 66067

TEACHING EXPERIENCE

2011- 2015	Assisted teaching Sunday school classes Faith Lutheran Church- Ottawa, KS
2014-2015	Sigma Kappa Sorority, Membership Chair teaching Manhattan, KS
2015 KS	Public Health at Kansas State University- Manhattan, Teaching at local elementary schools regarding healthy eating choices & the importance of exercise
2016-2017	Nurse Tech Preceptor, Children's Mercy Hospital PICU Kansas City, MO
2016-2017	Intern Preceptor, OPRMC NICU Overland Park, KS
2020	Family Birth Place Preceptor- Advent Health Ottawa Ottawa, KS
2023-2024	Perinatal Outreach Coordinator- Overland Park Regional Medical Center
2024- Present	Clinical Nurse Educator

COMMITTEES & ACTIVITIES

2012-2015	Member of Sigma Kappa Sorority, Kansas State University Manhattan, KS
	2013- Recruitment Day Chair
	2014- Continuing Membership Chair
	2014- Membership Selection Committee Chair
	2015- Senior Officer State Committee

CONTINUING EDUCATION

2018	Baby Friendly Lactation Education
2024	Certified Lactation Counselor

PROFESSIONAL HONORS & AWARDS

2015	President's List; Saint Luke's College of Health Sciences
2016	President's List; Saint Luke's College of Health Sciences
2016	Dean's List; Saint Luke's College of Health Sciences

COMMUNITY SERVICE

August 2013	Ultra Violet Philanthropy event- Alzheimer's Association fundraiser Manhattan, KS
September 2013	Lambda Chi Feeding America fundraiser Manhattan, KS
September 2013	Meadowlark Hills Retirement Community- Made and donated lap blankets to residents in wheelchairs Manhattan, KS
April 2014	Glow Run Philanthropy event- Organized 5K fundraiser to raise funds to Alzheimer's research Manhattan, KS
August 2014	Ultra Violet Philanthropy event- Alzheimer's Association fundraiser Manhattan, KS
August 2014	Feeding America Backpack Program- Delivering sack lunches to students on Fridays to take home for weekend meals Ottawa, KS
October 2014	Walk to End Alzheimer's Overland Park, KS
January 2015 donations	Flint Hill's Breadbasket- Organizing canned goods and meal Manhattan, KS
October 2017	United Way Mystery Night fundraiser Ottawa, KS
July 2024	Hope Bus Ottawa, KS
August 2024	Unity Festival Ottawa, KS



ATTENDANCE ROSTER
ACLS INITIAL CERT CLASS

Approved Provider: AdventHealth Ottawa
Address: 1301 S. Main Street, Ottawa, KS
Agency Presenting Course: AdventHealth
Course Title:

Provider Number: LT0055-0905
Phone Number: 785-229-8200
Program Number:
Date(s):

Instructor(s):
Course Director:

Contact Hours:

Coordinator: Jessica Wasson, RNC-OB, BSN

Instructor: Please note late entrance and early leave times.

Name (sign below) (Print if not typed in)	Title	License



ATTENDANCE ROSTER
ACLS INITIAL CERT CLASS

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Program Number:
Date(s):

Instructor(s):
Course Director:

Contact Hours:

Coordinator: Jessica Wasson, RNC-OB, BSN

Instructor: Please note late entrance and early leave times.



Certificate of Attendance

Participant Name

License Number

Title of Course

Program Number

Location

Instructor(s)

Date

Contact Hours

AdventHealth Ottawa is an approved provider for Continuing Nursing Education of APRN, RN, LPN and LMHT Re-licensure by KSBN.
Kansas Provider Number LT 0055-0905. Please keep this copy for your individual records.

A handwritten signature in cursive script, appearing to read "Jessica Adson".

Nursing Education Coordinator

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Acknowledgments

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ACLS Student Resources can be found at **eLearning.heart.org**.
Contact your Training Center Coordinator for more information about
accessing these before your course.

To find out about any updates or corrections to this text, visit

www.heart.org/courseupdates.

CNE/IV Therapy Committee 128

Program Title: **ACLS Initial Certification Class**



Instructors:

FACULTY DISCLOSURE: The instructors state that they does not have a current or recent significant financial interest or affiliation with any manufacturer of commercial products that might be discussed in the presentation, nor with any corporate organization offering financial support or educational grants for this educational activity. This presentation will not include discussion of any unapproved/investigative use of a commercial product.

Program Number :

Date:

Rating Scale	(1) Strongly Disagree	(2) Disagree	(3) Neutral	(4) Agree	(5) Strongly agree	N/A
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Course Objectives

1. Demonstrate primary & secondary assessment & CPR/AED skills	1	2	3	4	5	
2. Demonstrate establishment of a patent airway through airway devices and adjuncts during skills stations.	1	2	3	4	5	
3. Comprehend and apply cardiac arrest algorithm to a simulated patient	1	2	3	4	5	
4. Manage brady and tachyarrhythmias that can result in arrest	1	2	3	4	5	
5. Comprehend and apply ACLS algorithms for asystole & PEA	1	2	3	4	5	
6. Evaluate resuscitative efforts	1	2	3	4	5	
7. Model effective communication & teamwork	1	2	3	4	5	

Program Content and Presentation

1a. The instructor, xx, was knowledgeable on the content.	1	2	3	4	5	NA
1b. The instructor, xx, was knowledgeable on content.	1	2	3	4	5	NA
1b. The instructor, xx was knowledgeable on content.	1	2	3	4	5	NA
2. The teaching methods used were adequate.	1	2	3	4	5	
3. The time span was adequate.	1	2	3	4	5	
4. The course was well organized.	1	2	3	4	5	
5. The information was useful to your work setting.	1	2	3	4	5	
6. The performance skills stations were useful.	1	2	3	4	5	
7. The course objectives/expectations were met.	1	2	3	4	5	
8. The environment was conducive to learning.	1	2	3	4	5	

10. What was the best part of the course?

11. What improvements would be helpful for the course or instructor? What other topics are of interest?



NRP Planning Summary 2024

Neonatal Resuscitation Program (NRP)

NRP is an American Association of Pediatrics course that is required for many planned for advanced skills and critical thinking for obstetrical nurses, nursing supervisors and doctors in our rural facility. Nursing staff from other areas are welcome to attend especially if working the Emergency Room, or the other Inpatient units of Intensive Care Unit, or the Medical Surgical Unit.

Unstable neonates may be born at AdventHealth Ottawa and this course trains the staff to recognize, respond and take initial actions to stabilize the patient. Those that are unable to be stabilized and require definitive care are transferred to the Kansas City Metropolitan Area. Our staff then prepare the patient and family for transport.

NRP is offered multiple times a year. It is a highly recommended course for all clinical staff in the facility. The class is given by an instructor that is an Obstetrical Nurse in our facility that has been trained as a Neonatal Resuscitation Instructor at Children's Mercy Hospital following the American Association of Pediatrics guidelines.

Jessica Wasson RNC-OB, BSN

CNE Coordinator

ADVENTHEALTH OTTAWA

NRP CERTIFICATION CLASS

4

Contact
Hours

CLASS DATES:

April 16, 2024

September 3, 2024

Course Objectives:

- Demonstrate appropriate resuscitation procedures and skills in the proper sequence for a compromised newborn using simulation-based learning.
- Demonstrate effective use of equipment and manage resuscitation personnel during skills stations.
- Apply effective teamwork, leadership, and communication skills among team members during a simulated resuscitation.
- Evaluate resuscitation efforts and key behaviors for successful resuscitation.

Cancellation:

You are required to cancel within 24 hours of a scheduled class if you cannot attend class. Exceptions are made for emergencies. A \$25 fee will be applied to no call/no shows.

Book Fee:

Books are signed out in your name and delivered to your department. If the book is not returned, there is a book fee of \$25.

Where:

AdventHealth Ottawa
Family Birth Place
1301 S. Main, Ottawa, KS 66067

Time:

8:30 AM- 12:30 PM

Cost:

\$0 (For AH Ottawa Employees)

How to Register:

1. Go to Connect
2. Click on Quicklinks & Resources
3. Type Education Classes

Class Size:

- Class size is limited to 8, register early!
- Pre-Registration is required

*AdventHealth Ottawa is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course is approved for 6 contact hours applicable for APRN, RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number LT0055-0905.

Contact:

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Neonatal Resuscitation Program Provider Course Agenda

8th Edition Course

Location: Family Birth Place

Years of 2022- 2023

AGENDA

8:30- 8:35 a.m.	Course Introduction & Overview of NRP Process and Demonstration (5)
8:30 - 10:30 a.m.	Integrated Skills Stations practice/return demonstrations (120)
10:30 – 10:45 a.m.	Break
10:45 – 11:45 p.m.	Final for Integrated Skills Station (60)
11:45 – 12:00 p.m.	Remediation & Evaluations (15)
12:15 a.m.	Course completion

Start date of this agenda 2/2022

JW/DD

4 Nursing Contact Hours (200 min /50) = contact hours



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Reviewed 1/2024 JW/DD

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Textbook of Neonatal Resuscitation, 8th Edition

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Table Applying Class of Recommendation and Level of Evidence to Clinical Strategies, Interventions, Treatments, or Diagnostic Testing in Patient Care
(Updated May 2019)*

CLASS (STRENGTH) OF RECOMMENDATION		LEVEL (QUALITY) OF EVIDENCE†
CLASS 1 (STRONG)	Benefit >>> Risk	LEVEL A
Suggested phrases for writing recommendations: <ul style="list-style-type: none"> • Is recommended • Is indicated/used/effective/beneficial • Should be performed/administered/offer • Comparative-Effectiveness Phrases‡ <ul style="list-style-type: none"> – Treatment/strategy A is recommended/indicated in preference to treatment B – Treatment A should be chosen over treatment B 		<ul style="list-style-type: none"> • High-quality evidence‡ from 1 or more RCTs • Meta-analyses of high-quality RCTs • One or more RCTs corroborated by high-quality registry studies
CLASS 2a (MODERATE)	Benefit >> Risk	LEVEL B-R (Randomized)
Suggested phrases for writing recommendations: <ul style="list-style-type: none"> • Is reasonable • Can be useful/effective/beneficial • Comparative-Effectiveness Phrases‡: <ul style="list-style-type: none"> – Treatment/strategy A is probably recommended/indicated in preference to treatment B – It is reasonable to choose treatment A over treatment B 		<ul style="list-style-type: none"> • Moderate-quality evidence‡ from 1 or more RCTs • Meta-analyses of moderate-quality RCTs
CLASS 2b (WEAK)	Benefit > Risk	LEVEL B-NR (Nonrandomized)
Suggested phrases for writing recommendations: <ul style="list-style-type: none"> • May/might be reasonable • May/might be considered • Usefulness/effectiveness is unknown/unclear/uncertain or not well-established 		<ul style="list-style-type: none"> • Moderate-quality evidence‡ from 1 or more well-designed, well-executed nonrandomized studies, observational studies, or registry studies • Meta-analyses of such studies
CLASS 3 (No Benefit) (MODERATE) (Generally, LOE A or B use only)	Benefit = Risk	LEVEL C-LD (Limited Data)
Suggested phrases for writing recommendations: <ul style="list-style-type: none"> • Is not recommended • Is not indicated/used/effective/beneficial • Should not be performed/administered/offer 		<ul style="list-style-type: none"> • Randomized or nonrandomized observational or registry studies with limitations of design or execution • Meta-analyses of such studies • Physiological or mechanistic studies in human subjects
CLASS 4 (Harm) (STRONG)	Risk >>> Benefit	LEVEL C-EO (Expert Opinion)
Suggested phrases for writing recommendations: <ul style="list-style-type: none"> • Is probably harmful • Use is harmful • Associated with excess morbidity/mortality • Should not be performed/administered/offer 		<ul style="list-style-type: none"> • Consensus of expert opinion based on clinical experience

COR and LOE are determined independently (any COR may be paired with any LOE).
A recommendation with LOE C does not imply that the recommendation is weak. Many important clinical questions addressed in guidelines do not lend themselves to clinical trials. Although RCTs are unavailable, there may be a very clear clinical consensus that a particular test or therapy is useful or effective.

* The outcome or result of the intervention should be specified (an improved clinical outcome or increased diagnostic accuracy or incremental prognostic information).

† For comparative-effectiveness recommendations (COR 1 and 2a; LOE A and B only), studies that support the use of comparator verbs should involve direct comparisons of the treatments or strategies being evaluated.

‡ The method of assessing quality is evolving, including the application of standardized, widely-used, and preferably validated evidence grading tools; and for systematic reviews, the incorporation of an Evidence Review Committee.

COR indicates Class of Recommendation; EO, expert opinion; LD, limited data; LOE, Level of Evidence; NR, nonrandomized; R, randomized; and RCT, randomized controlled trial.

NRP Bibliography

Committee. Disclosure information for peer reviewers is listed in Appendix 2.

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MAJOR CONCEPTS

These guidelines apply primarily to the “newly born” baby who is transitioning from the fluid-filled womb to the air-filled room. The “newly born” period extends from birth to the end of resuscitation and stabilization in the delivery area. However, the concepts in these

guidelines may be applied to newborns during the neonatal period (birth to 28 days).

The primary goal of neonatal care at birth is to facilitate transition. The most important priority for newborn survival is the establishment of adequate lung inflation and ventilation after birth. Consequently, all newly born babies should be attended to by at least 1 person skilled and equipped to provide PPV. Other important goals include establishment and maintenance of cardiovascular and temperature stability as well as the promotion of mother-infant bonding and breast feeding, recognizing that healthy babies transition naturally.

The Neonatal Resuscitation Algorithm remains unchanged from 2015 and is the organizing framework for major concepts that reflect the needs of the baby, the family, and the surrounding team of perinatal caregivers.

Anticipation and Preparation

Every healthy newly born baby should have a trained and equipped person assigned to facilitate transition. Identification of risk factors for resuscitation may indicate the need for additional personnel and equipment. Effective team behaviors, such as anticipation, communication, briefing, equipment checks, and assignment of roles, result in improved team performance and neonatal outcome.

Cord Management

After an uncomplicated term or late preterm birth, it is reasonable to delay cord clamping until after the baby is placed on the mother, dried, and assessed for breathing, tone, and activity. In other situations, clamping and cutting of the cord may also be deferred while respiratory, cardiovascular, and thermal transition is evaluated and initial steps are undertaken. In preterm birth, there

are also potential advantages from delaying cord clamping.

Initial Actions

When possible, healthy term babies should be managed skin-to-skin with their mothers. After birth, the baby should be dried and placed directly skin-to-skin with attention to warm coverings and maintenance of normal temperature. There should be ongoing evaluation of the baby for normal respiratory transition. Radiant warmers and other warming adjuncts are suggested for babies who require resuscitation at birth, especially very preterm and very low-birth-weight babies.

Stimulation may be provided to facilitate respiratory effort. Suctioning may be considered for suspected airway obstruction.

Assessment of Heart Rate

Heart rate is assessed initially by auscultation and/or palpation. Oximetry and electrocardiography are important adjuncts in babies requiring resuscitation.

Positive-Pressure Ventilation

PPV remains the primary method for providing support for newborns who are apneic, bradycardic, or demonstrate inadequate respiratory effort. Most babies will respond to this intervention. An improvement in heart rate and establishment of breathing or crying are all signs of effective PPV.

Oxygen Therapy

PPV may be initiated with air (21% oxygen) in term and late preterm babies, and up to 30% oxygen in preterm babies. Oximetry is used to target the natural range of oxygen saturation levels that occur in term babies.

Chest Compressions

If the heart rate remains less than 60/min despite 30 seconds of adequate PPV, chest compressions should be

provided. The suggested ratio is 3 chest compressions synchronized to 1 inflation (with 30 inflations per minute and 90 compressions per minute) using the 2 thumb-encircling hands technique for chest compressions.

Vascular Access

When vascular access is required in the newly born, the umbilical venous route is preferred. When intravenous access is not feasible, the intraosseous route may be considered.

Medications

If the heart rate remains less than 60/min despite 60 seconds of chest compressions and adequate PPV, epinephrine should be administered, ideally via the intravenous route.

Volume Expansion

When blood loss is known or suspected based on history and examination, and there is no response to epinephrine, volume expansion is indicated.

Withholding and Discontinuing Resuscitation

It may be possible to identify conditions in which withholding or discontinuation of resuscitative efforts may be reasonably considered by families and care providers. Appropriate and timely support should be provided to all involved.

Human Factors and Systems

Teams and individuals who provide neonatal resuscitation are faced with many challenges with respect to the knowledge, skills, and behaviors needed to perform effectively. Neonatal resuscitation teams may therefore benefit from ongoing booster training, briefing, and debriefing.

Abbreviations

AHA	American Heart Association
COR	Class of Recommendation
CPAP	continuous positive airway pressure
ECC	emergency cardiovascular care
EKG	electrocardiogram/ electrocardiographic
H ₂ O	water
HIE	hypoxic-ischemic encephalopathy
ILCOR	International Liaison Committee on Resuscitation
LOE	Level of Evidence
MSAF	meconium-stained amniotic fluid
PEEP	positive end-expiratory pressure
PPV	positive pressure ventilation
RCT	randomized controlled trial
ROSC	return of spontaneous circulation

ANTICIPATION OF RESUSCITATION NEED

Recommendations for Anticipating Resuscitation Need		
COR	LOE	Recommendations
1	B-NR	1. Every birth should be attended by at least 1 person who can perform the initial steps of newborn resuscitation and initiate PPV, and whose only responsibility is the care of the newborn. ¹⁻⁴
1	B-NR	2. Before every birth, a standardized risk factors assessment tool should be used to assess perinatal risk and assemble a qualified team on the basis of that risk. ⁵⁻⁷
1	C-LD	3. Before every birth, a standardized equipment checklist should be used to ensure the presence and function of supplies and equipment necessary for a complete resuscitation. ^{8,9}
1	C-LD	4. When anticipating a high-risk birth, a preresuscitation team briefing should be completed to identify potential interventions and assign roles and responsibilities. ^{8,10-12}

Synopsis

Approximately 10% of newborns require assistance to breathe after

birth.^{1-3,5,13} Newborn resuscitation requires training, preparation, and teamwork. When the need for resuscitation is not anticipated, delays in assisting a newborn who is not breathing may increase the risk of death.^{1,5,13} Therefore, every birth should be attended by at least 1 person whose primary responsibility is the newborn and who is trained to begin PPV without delay.²⁻⁴

A risk assessment tool that evaluates risk factors present during pregnancy and labor can identify new-borns likely to require advanced resuscitation; in these cases, a team with more advanced skills should be mobilized and present at delivery.^{5,7} In the absence of risk stratification, up to half of babies requiring PPV may not be identified before delivery.^{6,13}

A standardized equipment checklist is a comprehensive list of critical supplies and equipment needed in a given clinical setting. In the birth setting, a standardized checklist should be used before every birth to ensure that supplies and equipment for a complete resuscitation are present and functional.^{8,9,14,15}

A predelivery team briefing should be completed to identify the leader, assign roles and responsibilities, and plan potential interventions. Team briefings promote effective teamwork and communication, and support patient safety.^{8,10-12}

Recommendation-Specific Supportive Text

1. A large observational study found that delaying PPV increases risk of death and prolonged hospitalization.¹ A systematic review and meta-analysis showed neonatal resuscitation training reduced stillbirths and improved 7-day neonatal survival in low-resource countries.³ A retrospective cohort study

demonstrated improved Apgar scores among high-risk newborns after neonatal resuscitation training.¹⁶

2. A multicenter, case-control study identified 10 perinatal risk factors that predict the need for advanced neonatal resuscitation.⁷ An audit study done before the use of risk stratification showed that resuscitation was anticipated in less than half of births requiring PPV.⁶ A prospective cohort study showed that risk stratification based on perinatal risk factors increased the likelihood of skilled team attendance at high-risk births.⁵

3. A multicenter quality improvement study demonstrated high staff compliance with the use of a neonatal resuscitation bundle that included briefing and an equipment checklist.⁸ A management bundle for preterm infants that included team briefing and equipment checks resulted in clear role assignments, consistent equipment checks, and improved thermoregulation and oxygen saturation.⁹

4. A single-center RCT found that role confusion during simulated neonatal resuscitation was avoided and teamwork skills improved by conducting a team briefing.¹¹ A statewide collaborative quality initiative demonstrated that team briefing improved team communication and clinical outcomes.¹⁰ A single-center study demonstrated that team briefing and an equipment checklist improved team communication but showed no improvement in equipment preparation.¹²

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UMBILICAL CORD MANAGEMENT

Recommendations for Umbilical Cord Management		
COR	LOE	Recommendations
2a	B-R	1. For preterm infants who do not require resuscitation at birth, it is reasonable to delay cord clamping for longer than 30 s. ¹⁻³
2b	C-1D	2. For term infants who do not require resuscitation at birth, it may be reasonable to delay cord clamping for longer than 30 s. ⁹⁻²¹
2b	C-EO	3. For term and preterm infants who require resuscitation at birth, there is insufficient evidence to recommend early cord clamping versus delayed cord clamping. ²²
3-No Benefit	B-R	4. For infants born at less than 28 wk of gestation, cord milking is not recommended. ²³

Synopsis

During an uncomplicated term or late preterm birth, it may be reasonable to defer cord clamping until after the infant is placed on the mother and assessed for breathing and activity. Early cord clamping (within 30 seconds) may interfere with healthy transition because it leaves fetal blood in the placenta rather than filling the newborn's circulating volume. Delayed cord clamping is associated with higher hematocrit after birth and better iron levels in infancy.⁹⁻²¹ While developmental outcomes have not been adequately assessed, iron deficiency is associated

with impaired motor and cognitive development.²⁴⁻²⁶ It is reasonable to delay cord clamping (longer than 30 seconds) in preterm babies because it reduces need for blood pressure support and transfusion and may improve survival.¹⁻⁸

There are insufficient studies in babies requiring PPV before cord clamping to make a recommendation.²² Early cord clamping should be considered for cases when placental transfusion is unlikely to occur, such as maternal hemorrhage or hemodynamic instability, placental abruption, or placenta previa.²⁷ There is no evidence of maternal harm from delayed cord clamping compared with early cord clamping.^{10-12,28-34} Cord milking is being studied as an alternative to delayed cord clamping but should be avoided in babies less than 28 weeks' gestational age, because it is associated with brain injury.²³

Recommendation-Specific Supportive Text

1. Compared with preterm infants receiving early cord clamping, those receiving delayed cord clamping were less likely to receive medications for hypotension in a meta-analysis of 6 RCTs¹⁻⁶ and receive transfusions in a meta-analysis of 5 RCTs.⁷ Among preterm infants not requiring resuscitation, delayed cord clamping may be associated with higher survival than early cord clamping is.⁸ Ten RCTs found no difference in postpartum hemorrhage rates with delayed cord clamping versus early cord clamping.^{10-12,28-34}
2. Compared with term infants receiving early cord clamping, term infants receiving delayed cord clamping had increased hemoglobin concentration within the first 24 hours and increased ferritin concentration in the first 3 to 6 months in meta-analyses of 12 and 6 RCTs,⁹⁻²¹ respectively. Compared with term and late preterm infants receiving early

cord clamping, those receiving delayed cord clamping showed no significant difference in mortality, admission to the neonatal intensive care unit, or hyperbilirubinemia leading to phototherapy in meta-analyses of 4,^{10,13,29,35} 10,^{10,12,17,19,21,28,31,34,36,37} and 15 RCTs, respectively.^{9,12,14,18-21,28-30,32-34,38,39} Compared with term infants receiving early cord clamping, those receiving delayed cord clamping had increased polycythemia in meta-analyses of 13^{10,11,13,14,17,18,21,29,30,33,39-41} and 8 RCTs,^{9,10,13,19,20,28,30,34} respectively.

3. For infants requiring PPV at birth, there is currently insufficient evidence to recommend delayed cord clamping versus early cord clamping.
4. A large multicenter RCT found higher rates of intraventricular hemorrhage with cord milking in preterm babies born at less than 28 weeks' gestational age.²³

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INITIAL ACTIONS

Temperature at Birth

Recommendations for Temperature Management		
COR	LOE	Recommendations
1	B-NR	1. Admission temperature should be routinely recorded. ^{1,2}
1	C-EO	2. The temperature of newly born babies should be maintained between 36.5°C and 37.5°C after birth through admission and stabilization. ²
1	B-NR	3. Hypothermia (temperature less than 36°C) should be prevented due to an increased risk of adverse outcomes. ^{3–5}
2a	B-NR	4. Prevention of hyperthermia (temperature greater than 38°C) is reasonable due to an increased risk of adverse outcomes. ^{4,6}

Synopsis

Temperature should be measured and recorded after birth and monitored as a measure of quality.¹

The temperature of newly born babies should be maintained between 36.5°C and 37.5°C.² Hypothermia (less than 36°C) should be prevented as it is associated with increased neonatal mortality and morbidity, especially in very preterm (less than 33 weeks) and very low-birth-weight babies (less than 1500 g), who are at increased risk for hypothermia.^{3–5,7} It is also reasonable to prevent hyperthermia as it may be associated with harm.^{4,6}

Recommendation-Specific Supportive Text

1. Hypothermia after birth is common worldwide, with a higher incidence in babies of lower gestational age and birth weight.^{3–5}
2. There are long-standing worldwide recommendations for routine temperature management for the newborn.²
3. In observational studies in both preterm (less than 37 weeks) and low-birth-weight babies (less than 2500g), the presence and degree of hypothermia after birth is strongly associated with increased neonatal mortality and morbidity.^{3–5}
4. Two observational studies found an association between hyperthermia and increased morbidity and mortality in very preterm (moderate quality) and very low-birth-weight neonates (very low quality).^{4,6}

Temperature Management for Newly Born Infants

Synopsis

Healthy babies should be skin-to-skin after birth.⁸ For preterm and low-birth-weight babies or babies requiring resuscitation, warming adjuncts (increased ambient temperature [greater than 23°C], skin-to-skin care, radiant warmers, plastic wraps or bags, hats, blankets,

Additional Recommendation for Intervention to Maintain Normal Temperature		
COR	LOE	Recommendations
2a	B-R	1. Placing healthy newborn infants who do not require resuscitation skin-to-skin after birth can be effective in improving breast-feeding, temperature control and blood glucose stability. ⁸
2a	C-LD	2. It is reasonable to perform all resuscitation procedures, including endotracheal intubation, chest compressions, and insertion of intravenous lines with temperature-controlling interventions in place. ⁹
2a	B-R	3. The use of radiant warmers, plastic bags and wraps (with a cap), increased room temperature, and warmed humidified inspired gases can be effective in preventing hypothermia in preterm babies in the delivery room. ^{10,11}
2b	B-R	4. Exothermic mattresses may be effective in preventing hypothermia in preterm babies. ¹¹
2b	B-NR	5. Various combinations of warming strategies (or “bundles”) may be reasonable to prevent hypothermia in very preterm babies. ¹²
2b	C-LD	6. In resource-limited settings, it may be reasonable to place newly born babies in a clean food-grade plastic bag up to the level of the neck and swaddle them in order to prevent hypothermia. ¹³

exothermic mattresses, and warmed humidified inspired gases)^{10,11,14} individually or in combination may reduce the risk of hypothermia. Exothermic mattresses have been reported to cause local heat injury and hyperthermia.¹⁵

When babies are born in out-of-hospital, resource-limited, or remote settings, it may be reasonable to

prevent hypothermia by using a clean food-grade plastic bag¹³ as an alternative to skin-to-skin contact.⁸

Recommendation-Specific Supportive Text

1. A systematic review (low to moderate certainty) of 6 RCTs showed that early skin-to-skin contact promotes normothermia in healthy neonates.⁹ Two meta-analyses reviewed RCTs and observational studies of extended skin-to-skin care after initial resuscitation and/or stabilization, some in resource-limited settings, showing reduced mortality, improved breastfeeding, shortened length of stay, and improved weight gain in preterm and low-birth-weight babies (moderate quality evidence).^{16,17}
2. Most RCTs in well-resourced settings would routinely manage at-risk babies under a radiant warmer.¹¹
3. RCTs and observational studies of warming adjuncts, alone and in combination, demonstrate reduced rates of hypothermia in very preterm and very low-birth-weight babies.^{10,11} However, meta-analysis of RCTs of interventions that reduce hypothermia in very preterm or very low-birth-weight babies (low certainty) show no impact on neonatal morbidity or mortality.¹¹ Two RCTs and expert opinion support ambient temperatures of 23°C and above.^{2,14,18}
4. One moderate quality RCT found higher rates of hyperthermia with exothermic mattresses.¹⁵
5. Numerous nonrandomized quality improvement (very low to low certainty) studies support the use of warming adjunct "bundles."¹²
6. One RCT in resource-limited settings found that plastic coverings reduced the incidence of hypothermia, but they were not

directly compared with uninterrupted skin-to-skin care.¹³

Clearing the Airway and Tactile Stimulation in Newly Born Infants

Recommendation for Tactile Stimulation and Clearing the Airway in Newly Born Infants		
COR	LOE	Recommendation
3 - No Benefit	C-LD	1. Routine oral, nasal, oropharyngeal, or endotracheal suctioning of newly born babies is not recommended. ^{7,19}

Synopsis

The immediate care of newly born babies involves an initial assessment of gestation, breathing, and tone. Babies who are breathing well and/or crying are cared for skin-to-skin with their mothers and should not need interventions such as routine tactile stimulation or suctioning, even if the amniotic fluid is meconium stained.^{7,19} Avoiding unnecessary suctioning helps prevent the risk of induced bradycardia as a result of suctioning of the airway.

Recommendation-Specific Supportive Text

1. A meta-analysis of 8 RCTs¹⁹ (low certainty of evidence) suggest no benefit from routine suctioning after birth.⁷ Subsequently, 2 additional studies supported this conclusion.⁷

Synopsis

If there is ineffective breathing effort or apnea after birth, tactile stimulation may stimulate breathing. Tactile stimulation should be limited to drying an infant and rubbing the back and soles of the feet.^{21,22} There may be some benefit from repeated tactile stimulation in preterm babies during or after providing PPV, but this requires further study.²³ If, at

Recommendations for Tactile Stimulation and Clearing the Airway in Newly Born Infants Who Have Mechanical Airway Obstruction		
COR	LOE	Recommendations
2a	B-NR	1. In babies who appear to have ineffective respiratory effort after birth, tactile stimulation is reasonable. ^{20,21}
2b	C-EO	2. Suctioning may be considered if PPV is required and the airway appears obstructed. ²⁰

initial assessment, there is visible fluid obstructing the airway or a concern about obstructed breathing, the mouth and nose may be suctioned. Suction should also be considered if there is evidence of airway obstruction during PPV.

Recommendation-Specific Supportive Text

1. Limited observational studies suggest that tactile stimulation may improve respiratory effort. One RCT (low certainty of evidence) suggests improved oxygenation after resuscitation in preterm babies who received repeated tactile stimulation.²³
2. Suctioning for suspected airway obstruction during PPV is based on expert opinion.⁷

Synopsis

Direct laryngoscopy and endotracheal suctioning are not routinely required for babies born through MSAF but can be beneficial in babies who have evidence of airway obstruction while receiving PPV.⁷

Recommendation-Specific Supportive Text

1. Endotracheal suctioning for apparent airway obstruction with MSAF is based on expert opinion.
2. A meta-analysis of 3 RCTs (low certainty of evidence) and a further single RCT suggest that nonvigorous newborns delivered

Recommendation for Management of the Newborn in the Neonatal Intensive Care Unit (NICU)		
COR	LOE	Recommendations
2a	C-EO	1. For nonvigorous newborns delivered through MSAF who have evidence of airway obstruction during PPV, intubation and tracheal suction can be beneficial.
3: No Benefit	C-LD	2. For nonvigorous newborns (presenting with apnea or ineffective breathing effort) delivered through MSAF, routine laryngoscopy with or without tracheal suctioning is not recommended. ⁷

through MSAF have the same outcomes (survival, need for respiratory support, or neurodevelopment) whether they are suctioned before or after the initiation of PPV.⁷

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ASSESSMENT OF HEART RATE DURING NEONATAL RESUSCITATION

After birth, the newborn's heart rate is used to assess the effectiveness of spontaneous respiratory effort, the need for interventions, and the response to interventions. In addition,

accurate, fast, and continuous heart rate assessment is necessary for newborns in whom chest compressions are initiated. Therefore, identifying a rapid and reliable method to measure the newborn's heart rate is critically important during neonatal resuscitation.

Recommendation for Assessment of Heart Rate		
COR	LOE	Recommendation
2b	C-LD	1. During resuscitation of term and preterm newborns, the use of electrocardiography (ECG) for the rapid and accurate measurement of the newborn's heart rate may be reasonable. ¹⁻⁸

Synopsis

Auscultation of the precordium remains the preferred physical examination method for the initial assessment of the heart rate.⁹ Pulse oximetry and ECG remain important adjuncts to provide continuous heart rate assessment in babies needing resuscitation.

ECG provides the most rapid and accurate measurement of the newborn's heart rate at birth and during resuscitation. Clinical assessment of heart rate by auscultation or palpation may be unreliable and inaccurate.¹⁻⁴ Compared to ECG, pulse oximetry is both slower in detecting the heart rate and tends to be inaccurate during the first few minutes after birth.^{5,6,10-12} Underestimation of heart rate can lead to potentially unnecessary interventions. On the other hand, overestimation of heart rate when a newborn is bradycardic may delay necessary interventions. There are limited data comparing the different approaches to heart rate assessment during neonatal resuscitation on other neonatal outcomes. Use of ECG for heart rate detection does not replace the need

for pulse oximetry to evaluate oxygen saturation or the need for supplemental oxygen.

Recommendation-Specific Supportive Text

1. In one RCT and one observational study, there were no reports of technical difficulties with ECG monitoring during neonatal resuscitation, supporting its feasibility as a tool for monitoring heart rate during neonatal resuscitation.^{6,7}
2. One observational study compared neonatal outcomes before (historical cohort) and after implementation of ECG monitoring in the delivery room.⁸ Compared with the newborns in the historical cohort, newborns with the ECG monitoring had lower rates of endotracheal intubation and higher 5-minute Apgar scores. However, newborns with ECG monitoring also had higher odds of receiving chest compressions in the delivery room.
3. Very low-quality evidence from 8 nonrandomized studies^{2,5,6,10,12-15} enrolling 615 newborns and 2 small RCTs^{7,16} suggests that at birth, ECG is faster and more accurate for newborn heart assessment compared with pulse oximetry.
4. Very low-quality evidence from 2 nonrandomized studies and 1 randomized trial show that auscultation is not as accurate as ECG for heart rate assessment during newborn stabilization immediately after birth.²⁻⁴

Recommendation for Assessment of Heart Rate		
COR	LOE	Recommendation
1	C-BO	1. During chest compressions, an ECG should be used for the rapid and accurate assessment of heart rate. ^{1-7,10,12-16}

Synopsis

When chest compressions are initiated, an ECG should be used to confirm heart rate. When ECG heart rate is greater than 60/min, a palpable pulse and/or audible heart rate rules out pulseless electric activity.¹⁷⁻²¹

Recommendation-Specific Supportive Text

1. Given the evidence for ECG during initial steps of PPV, expert opinion is that ECG should be used when providing chest compressions.

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**VENTILATORY SUPPORT AFTER BIRTH:
PPV AND CONTINUOUS POSITIVE
AIRWAY PRESSURE**

**Initial Breaths (When and How to
Provide PPV)**

The vast majority of newborns breathe spontaneously within 30 to 60 seconds after birth, sometimes after drying and tactile stimulation.¹ Newborns who do not breathe within the first 60 seconds after birth or are persistently bradycardic (heart rate less than 100/min) despite appropriate initial actions (including tactile stimulation) may receive PPV at a rate of 40 to 60/min.^{2,3} The order of resuscitative procedures in newborns differs from pediatric and adult resuscitation algorithms. On the basis of animal research, the progression from primary apnea to secondary apnea in newborns results in the cessation of respiratory activity before the onset of cardiac failure.⁴ This cycle of events differs from that of asphyxiated adults, who experience concurrent respiratory and cardiac failure. For this reason, neonatal resuscitation should begin with PPV rather than with chest compressions.^{2,3} Delays in initiating ventilatory support in newly born infants increase the risk of death.¹

Synopsis

The adequacy of ventilation is measured by a rise in heart rate and, less reliably, chest expansion. Peak inflation pressures of up to 30 cm H₂O in term newborns and 20 to 25 cm H₂O in preterm newborns are usually sufficient to inflate the lungs.^{5-7,9,11-14} In some cases, however, higher inflation pressures are required.^{5,7-10} Peak inflation pressures or tidal volumes greater than what is required to increase heart rate and achieve chest expansion should be avoided.^{24,26-28}

The lungs of sick or preterm infants tend to collapse because of immaturity and surfactant

Recommendations About Inflation for Providing PPV		
COR	LOE	Recommendations
1	B-NR	1. In newly born infants who are gasping or apneic within 60 s after birth or who are persistently bradycardic (heart rate less than 100/min) despite appropriate initial actions (including tactile stimulation), PPV should be provided without delay. ¹
2a	C-LD	2. In newly born infants who require PPV, it is reasonable to use peak inflation pressure to inflate the lung and achieve a rise in heart rate. This can usually be achieved with a peak inflation pressure of 20 to 25 cm water (H ₂ O). Occasionally, higher peak inflation pressures are required. ⁵⁻¹⁴
2b	C-LD	3. In newly born infants receiving PPV, it may be reasonable to provide positive end-expiratory pressure (PEEP). ¹⁵⁻²³
2c	C-LD	4. Excessive peak inflation pressures are potentially harmful and should be avoided. ^{24,25}

deficiency.¹⁵ PEEP provides low-pressure inflation of the lungs during expiration. PEEP has been shown to maintain lung volume during PPV in animal studies, thus improving lung function and oxygenation.¹⁶ PEEP may be beneficial during neonatal resuscitation, but the evidence from human studies is limited. Optimal PEEP has not been determined, because all human studies used a PEEP level of 5 cm H₂O.¹⁸⁻²²

Recommendation-Specific Supportive Text

1. A large observational study showed that most nonvigorous newly born infants respond to stimulation and PPV. The same study demonstrated that the risk of death or prolonged

admission increases 16% for every 30-second delay in initiating PPV.¹

- Animal studies in newborn mammals show that heart rate decreases during asphyxia. Ventilation of the lungs results in a rapid increase in heart rate.^{3,4} Several case series found that most term newborns can be resuscitated using peak inflation pressures of 30 cm H₂O, delivered without PEEP.⁵⁻⁸ Occasionally, higher peak pressures are required.^{5,7-10}
- Case series in preterm infants have found that most preterm infants can be resuscitated using PPV inflation pressures in the range of 20 to 25 cm H₂O,¹¹⁻¹⁴ but higher pressures may be required.^{10,11}
- An observational study including 1962 infants between 23 and 33 weeks' gestational age reported lower rates of mortality and chronic lung disease when giving PPV with PEEP versus no PEEP.¹⁹
- Two randomized trials and 1 quasi-randomized trial (very low quality) including 312 infants compared PPV with a T-piece (with PEEP) versus a self-inflating bag (no PEEP) and reported similar rates of death and chronic lung disease.²⁰⁻²² One trial (very low quality) compared PPV using a T-piece and PEEP of 5 cm H₂O versus 0 cm H₂O and reported similar rates of death and chronic lung disease.²³
- Studies of newly born animals showed that PEEP facilitates lung aeration and accumulation of functional residual capacity, prevents distal airway collapse, increases lung surface area and compliance, decreases expiratory resistance, conserves surfactant, and reduces hyaline membrane formation, alveolar collapse, and the expression of proinflammatory mediators.^{16,18}
- One observational study in newly born infants associated high tidal

volumes during resuscitation with brain injury.²⁵

8. Several animal studies found that ventilation with high volumes caused lung injury, impaired gas exchange, and reduced lung compliance in immature animals.^{24,26-28}

Recommendations on Rate and Inspiratory Time During PPV		
COR	LOE	Recommendations
2a	C-EO	1. It is reasonable to provide PPV at a rate of 40 to 60 inflations per minute.
2a	C-LD	2. In term and preterm newly born infants, it is reasonable to initiate PPV with an inspiratory time of 1 s or less. ²
1	B-R	3. In preterm newly born infants, the routine use of sustained inflations to initiate resuscitation is potentially harmful and should not be performed. ²⁹

Synopsis

It is reasonable to initiate PPV at a rate of 40 to 60/min to newly born infants who have ineffective breathing, are apneic, or are persistently bradycardic (heart rate less than 100/min) despite appropriate initial actions (including tactile stimulation).¹

To match the natural breathing pattern of both term and preterm newborns, the inspiratory time while delivering PPV should be 1 second or less. While there has been research to study the potential effectiveness of providing longer, sustained inflations, there may be potential harm in providing sustained inflations greater than 10 seconds for preterm newborns. The potential benefit or harm of sustained inflations between 1 and 10 seconds is uncertain.^{2,29}

Recommendation-Specific Supportive Text

1. Providing PPV at a rate of 40 to 60 inflations per minute is based on expert opinion.

2. The ILCOR task force review, when comparing PPV with sustained inflation breaths, defined PPV to have an inspiratory time of 1 second or less, based on expert opinion. One observational study describes the initial pattern of breathing in term and preterm newly born infants to have an inspiratory time of around 0.3 seconds.²
3. Two systematic reviews^{29,30} in preterm newborns (low to moderate certainty) found no significant benefit from sustained lung inflation over PPV; one review found a higher risk of death in the first 48 hours. One large RCT³¹ was stopped early when an increased rate of early mortality was identified in babies less than 28 weeks' gestational age who received sustained inflations; no significant difference was found in the primary outcome of death or bronchopulmonary dysplasia.

Continuous Positive Airway Pressure Administration

Recommendations on Providing CPAP		
COR	LOE	Recommendation
2a		1. For spontaneously breathing preterm infants who require respiratory support immediately after delivery, it is reasonable to use CPAP rather than intubation. ³²

Synopsis

Newly born infants who breathe spontaneously need to establish a functional residual capacity after birth.⁸ Some newly born infants experience respiratory distress, which manifests as labored breathing or persistent cyanosis. CPAP, a form of respiratory support, helps newly born infants keep their lungs open. CPAP is helpful for preterm infants with breathing difficulty after birth or after resuscitation³³ and may reduce the risk of bronchopulmonary dysplasia in very preterm infants

when compared with endotracheal ventilation.³⁴⁻³⁶ CPAP is also a less invasive form of respiratory support than intubation and PPV are.

Recommendation-Specific Supportive Text

1. Four RCTs and 1 meta-analysis^{32,34-37} (high quality) showed reduction in the combined outcome of death and bronchopulmonary dysplasia when starting treatment with CPAP compared with intubation and ventilation in very preterm infants (less than 30 weeks of gestation) with respiratory distress (the number needed to prevent was 25). The meta-analysis reported no differences in the individual outcomes of mortality, bronchopulmonary dysplasia, pneumothorax, interventricular hemorrhage, necrotizing enterocolitis, or retinopathy of prematurity.³²

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OXYGEN ADMINISTRATION

Recommendations for Oxygen Administration During Neonatal Resuscitation		
COR	LOE	Recommendations
2a	B-R	1. In term and late preterm newborns (35 wk or more of gestation) receiving respiratory support at birth, the initial use of 21% oxygen is reasonable. ¹
2b	C-LD	2. In preterm newborns (less than 35 wk of gestation) receiving respiratory support at birth, it may be reasonable to begin with 21% to 30% oxygen with subsequent oxygen titration based on pulse oximetry. ^{2,3}
Harm	B-R	3. In term and late preterm newborns (35 wk or more of gestation) receiving respiratory support at birth, 100% oxygen should not be used because it is associated with excess mortality. ¹

Synopsis

During an uncomplicated delivery, the newborn transitions from the low

oxygen environment of the womb to room air (21% oxygen) and blood oxygen levels rise over several minutes. During resuscitation, supplemental oxygen may be provided to prevent harm from inadequate oxygen supply to tissues (hypoxemia).⁴ However, overexposure to oxygen (hyperoxia) may be associated with harm.⁵

Term and late preterm newborns have lower short-term mortality when respiratory support during resuscitation is started with 21% oxygen (air) versus 100% oxygen.¹ No difference was found in neurodevelopmental outcome of survivors.¹ During resuscitation, pulse oximetry may be used to monitor oxygen saturation levels found in healthy term infants after vaginal birth at sea level.³

In more preterm newborns, there were no differences in mortality or other important outcomes when respiratory support was started with low (50% or less) versus high (greater than 50%) oxygen concentrations.² Given the potential for harm from hyperoxia, it may be reasonable to start with 21% to 30% oxygen. Pulse oximetry with oxygen targeting is recommended in this population.³

Recommendation-Specific Supportive Text

1. A meta-analysis of 5 randomized and quasi-randomized trials enrolling term and late preterm newborns showed no difference in rates of hypoxic-ischemic encephalopathy (HIE). Similarly, meta-analysis of 2 quasi-randomized trials showed no difference in moderate-to-severe neurodevelopmental impairment at 1 to 3 years of age¹ for newborns administered 21% versus 100% oxygen.¹
2. Meta-analysis of 10 randomized trials enrolling preterm newborns, including subanalysis of 7 trials reporting outcomes for newborns 28 weeks' gestational age or less,

showed no difference in short-term mortality when respiratory support was started with low compared with high oxygen.² In the included studies, low oxygen was generally 21% to 30% and high oxygen was always 60% to 100%. Furthermore, no differences were found in long-term mortality, neurodevelopmental outcome, retinopathy of prematurity, bronchopulmonary dysplasia, necrotizing enterocolitis, or major cerebral hemorrhage.² In a systematic review of 8 trials that used oxygen saturation targeting as a cointervention, all preterm babies in whom respiratory support was initiated with 21% oxygen (air) required supplemental oxygen to achieve the predetermined oxygen saturation target.² The recommendation to initiate respiratory support with a lower oxygen concentration reflects a preference to avoid exposing preterm newborns to additional oxygen (beyond what is necessary to achieve the predetermined oxygen saturation target) without evidence demonstrating a benefit for important outcomes.³

- Meta-analysis of 7 randomized and quasi-randomized trials enrolling term and late preterm newborns showed decreased short-term mortality when using 21% oxygen compared with 100% oxygen for delivery room resuscitation.¹ No studies looked at starting with intermediate oxygen concentrations (ie, 22% to 99% oxygen).

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CHEST COMPRESSIONS

GPR Timing

Recommendations for Initiating CPR		
COR	LOE	Recommendations
2a	C-EO	1. If heart rate after birth remains at less than 60/min despite adequate ventilation for at least 30 s, initiating chest compressions is reasonable. ^{1,2}
2b	C-EO	2. The benefit of 100% oxygen compared with 21% oxygen (air) or any other oxygen concentration for ventilation during chest compressions is uncertain. It may be reasonable to use higher concentrations of oxygen during chest compressions. ^{1,2}

Synopsis

Most newborns who are apneic or have ineffective breathing at birth

will respond to initial steps of newborn resuscitation (positioning to open the airway, clearing secretions, drying, and tactile stimulation) or to effective PPV with a rise in heart rate and improved breathing. If the heart rate remains less than 60/min despite these interventions, chest compressions can supply oxygenated blood to the brain until the heart rate rises. Ventilation should be optimized before starting chest compressions, with endotracheal intubation if possible. Chest compressions should be started if the heart rate remains less than 60/min after at least 30 seconds of adequate PPV.¹

Oxygen is essential for organ function; however, excess inspired oxygen during resuscitation may be harmful. Although current guidelines recommend using 100% oxygen while providing chest compressions, no studies have confirmed a benefit of using 100% oxygen compared to any other oxygen concentration, including air (21%). However, it may be reasonable to increase inspired oxygen to 100% if there was no response to PPV with lower concentrations. Once return of spontaneous circulation (ROSC) is achieved, the supplemental oxygen concentration may be decreased to target a physiological level based on pulse oximetry to reduce the risks associated with hyperoxia.^{1,2}

Recommendation-Specific Supportive Text

- The initiation of chest compressions in newborn babies with a heart rate less than 60/min is based on expert opinion because there are no clinical or physiological human studies addressing this question.
- A meta-analysis (very low quality) of 8 animal studies (n=323 animals) that compared air with 100% oxygen during chest compressions showed equivocal results.³ Two animal studies (very low quality) compared the tissue

oxidative stress or damage between air (21%) and 100% oxygen and reported no difference in brain or lung inflammatory markers.³ The use of 100% oxygen during chest compressions is therefore expert opinion.

COMPRESSION-TO-VENTILATION RATIO AND TECHNIQUES (NEWBORN)

Recommendations for Providing Chest Compressions		
COR	LOE	Recommendations
2b	C-EO	1. When providing chest compressions in a newborn, it may be reasonable to repeatedly deliver 3 compressions followed by an inflation (3:1 ratio). ⁴⁻⁸
2b	C-LD	2. When providing chest compressions to a newborn, it may be reasonable to choose the 2 thumb-encircling hands technique over the 2-finger technique, as the 2 thumb-encircling hands technique is associated with improved blood pressure and less provider fatigue. ^{9,10}

Synopsis

Chest compressions are a rare event in full-term newborns (approximately 0.1%) but are provided more frequently to preterm newborns.¹¹ When providing chest compressions to a newborn, it may be reasonable to deliver 3 compressions before or after each inflation: providing 30 inflations and 90 compressions per minute (3:1 ratio for 120 total events per minute).

Alternative compression-to-ventilation ratios to 3:1, as well as asynchronous PPV (administration of inflations to a patient that are not coordinated with chest compressions), are routinely utilized

outside the newborn period, but the preferred method in the newly born is 3:1 in synchrony. Newer methods of chest compression, using a sustained inflation that maintains lung inflation while providing chest compressions, are under investigation and cannot be recommended at this time outside research protocols.^{12,13}

When providing chest compressions to a newborn, the 2 thumb-encircling hands technique may have benefit over the 2-finger technique with respect to blood pressure generation and provider fatigue. When providing chest compressions with the 2 thumb-encircling hands technique, the hands encircle the chest while the thumbs depress the sternum.^{1,2} The 2 thumb-encircling hands technique can be performed from the side of the infant or from above the head of the newborn.¹ Performing chest compressions with the 2 thumb-encircling hands technique from above the head facilitates placement of an umbilical venous catheter.

Recommendation-Specific Supportive Text

1. In animal studies (very low quality), the use of alternative compression-to-inflation ratios to 3:1 (eg, 2:1, 4:1, 5:1, 9:3, 15:2, and continuous chest compressions with asynchronous PPV) are associated with similar times to ROSC and mortality rates.⁴⁻⁸
2. In a small number of newborns (n=2) with indwelling catheters, the 2 thumb-encircling hands technique generated higher systolic and mean blood pressures compared with the 2-finger technique.⁹
3. One small manikin study (very low quality), compared the 2 thumb-encircling hands technique and 2-finger technique during 60 seconds of uninterrupted chest compressions. The 2 thumb-encircling hands technique achieved greater depth, less

fatigue, and less variability with each compression compared with the 2-finger technique.¹⁰

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INTRAVASCULAR ACCESS

Recommendations for Vascular Access		
COR	LOE	Recommendations
1	C-EO	1. For babies requiring vascular access at the time of delivery, the umbilical vein is the recommended route. ¹
2b	C-EO	2. If intravenous access is not feasible, it may be reasonable to use the intraosseous route. ¹

Synopsis

Babies who have failed to respond to PPV and chest compressions require vascular access to infuse epinephrine and/or volume expanders. In the delivery room setting, the primary method of vascular access is umbilical venous catheterization. Outside the delivery room, or if intravenous access is not feasible, the intraosseous route may be a reasonable alternative, determined by the local availability of equipment, training, and experience.

Recommendation-Specific Supportive Text

1. Umbilical venous catheterization has been the accepted standard route in the delivery room for decades.² There are no human neonatal studies to support one route over others.¹
2. There are 6 case reports indicating local complications of intraosseous needle placement.^{3–8}
3. Practitioners outside of the delivery room setting, and when umbilical venous catheterization is not feasible, may secure vascular access with the intraosseous route.

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MEDICATIONS (EPINEPHRINE) IN NEONATAL RESUSCITATION

Recommendations for Epinephrine Administration in Neonatal Resuscitation		
COR	LOE	Recommendations
2b	C-LD	1. If the heart rate has not increased to 60/ min or more after optimizing ventilation and chest compressions, it may be reasonable to administer intravascular* epinephrine (0.01 to 0.03 mg/kg). ¹⁻³
2b	C-LD	2. While vascular access is being obtained, it may be reasonable to administer endotracheal epinephrine at a larger dose (0.05 to 0.1 mg/kg). ¹⁻³
2b	C-LD	3. If endotracheal epinephrine is given before vascular access is available and response is inadequate, it may be reasonable to give an intravascular* dose as soon as access is obtained, regardless of the interval. ^{1,2}
2b	C-LD	4. It may be reasonable to administer further doses of epinephrine every 3 to 5 min, preferably intravascularly,* if the heart rate remains less than 60/ min. ^{2,3}

* In this situation, "intravascular" means intravenous or intraosseous. Intra-arterial epinephrine is not recommended.

Synopsis

Medications are rarely needed in resuscitation of the newly born infant because low heart rate usually results from a very low oxygen level in the fetus or inadequate lung inflation after birth. Establishing ventilation is the most important step to correct low heart rate. However, if heart rate

remains less than 60/min after ventilating with 100% oxygen (preferably through an endotracheal tube) and chest compressions, administration of epinephrine is indicated.

Administration of epinephrine via a low-lying umbilical venous catheter provides the most rapid and reliable medication delivery. The intravenous dose of epinephrine is 0.01 to 0.03 mg/kg, followed by a normal saline flush.⁴ If umbilical venous access has not yet been obtained, epinephrine may be given by the endotracheal route in a dose of 0.05 to 0.1 mg/kg. The dosage interval for epinephrine is every 3 to 5 minutes if the heart rate remains less than 60/ min, although an intravenous dose may be given as soon as umbilical access is obtained if response to endotracheal epinephrine has been inadequate.

Recommendation-Specific Supportive Text

1. The very limited observational evidence in human infants does not demonstrate greater efficacy of endotracheal or intravenous epinephrine; however, most babies received at least 1 intravenous dose before ROSC.^{1,2} In a perinatal model of cardiac arrest using term lambs undergoing transition with asphyxia-induced cardiopulmonary arrest, central venous epinephrine was associated with shorter time to ROSC and higher rates of ROSC than endotracheal epinephrine was.³ Intravenous epinephrine followed by a normal saline flush improves medication delivery.⁴
2. One very limited observational study (human) showed 0.03 mg/kg to be an inadequate endotracheal dose.¹ In the perinatal model of cardiac arrest, peak plasma epinephrine concentrations in animals were higher and were achieved sooner after central or low-lying umbilical venous

administration compared with the endotracheal route, despite a lower intravenous dose (0.03 mg/ kg intravenous versus 0.1 mg/kg endotracheal route).³

3. In one very limited observational study, most infants who received an endotracheal dose achieved ROSC after a subsequent intravenous dose.² Although the more rapid response to intravenous epinephrine warrants its immediate administration once umbilical access is obtained, repetitive endotracheal doses or higher intravenous doses may result in potentially harmful plasma levels that lead to associated hypertension and tachycardia.⁵⁻⁸
4. In one very limited observational study, many infants received multiple doses of epinephrine before ROSC.² The perinatal model of cardiac arrest documented peak plasma epinephrine concentrations at 1 minute after intravenous administration, but not until 5 minutes after endotracheal administration.³

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VOLUME REPLACEMENT

Recommendations for Volume Resuscitation		
COR	LOE	Recommendations
2b	C-EO	1. It may be reasonable to administer a volume expander to newly born infants with suspected hypovolemia, based on history and physical examination, who remain bradycardic (heart rate less than 60/min) despite ventilation, chest compressions, and epinephrine. ¹⁻³
2b	C-EO	2. It may be reasonable to provide volume expansion with normal saline (0.9% sodium chloride) or blood at 10 to 20 mL/kg. ^{4,5}

Synopsis

A newly born infant in shock from blood loss may respond poorly to the

initial resuscitative efforts of ventilation, chest compressions, and/or epinephrine. History and physical examination findings suggestive of blood loss include a pale appearance, weak pulses, and persistent bradycardia (heart rate less than 60/min). Blood may be lost from the placenta into the mother's circulation, from the cord, or from the infant.

When blood loss is suspected in a newly born infant who responds poorly to resuscitation (ventilation, chest compressions, and/or epinephrine), it may be reasonable to administer a volume expander without delay. Normal saline (0.9% sodium chloride) is the crystalloid fluid of choice. Uncrossmatched type O, Rh-negative blood (or crossmatched, if immediately available) is preferred when blood loss is substantial.^{4,5} An initial volume of 10 mL/kg over 5 to 10 minutes may be reasonable and may be repeated if there is inadequate response. The recommended route is intravenous, with the intraosseous route being an alternative.

Recommendation-Specific Supportive Text

1. There is no evidence from randomized trials to support the use of volume resuscitation at delivery. One large retrospective review found that 0.04% of newborns received volume resuscitation in the delivery room, confirming that it is a relatively uncommon event.¹ Those newborns who received volume resuscitation in the delivery room had lower blood pressure on admission to the neonatal intensive care unit compared with those who did not, indicating that factors other than blood loss may be important.¹
2. There is insufficient clinical evidence to determine what type of volume expander (crystalloid or blood) is more beneficial during neonatal resuscitation.

Extrapolation from studies in hypotensive newborns shortly after birth⁶⁻⁸ and studies in animals (piglets) support the use of crystalloid over albumin expanders⁵ and blood over crystalloid solutions.⁴ One review discussed recommendations for the use of volume expanders.²

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POSTRESUSCITATION CARE

Recommendations for Postresuscitation Care		
COR	LOE	Recommendations
I	A	1. Newly born infants born at 36 wk or more estimated gestational age with evolving moderate-to-severe HIE should be offered therapeutic hypothermia under clearly defined protocols. ¹
I	C-BO	2. Newly born infants who receive prolonged PPV or advanced resuscitation (intubation, chest compressions, or epinephrine) should be maintained in or transferred to an environment where close monitoring can be provided. ²⁻⁷
I	C-LD	3. Glucose levels should be monitored as soon as practical after advanced resuscitation, with treatment as indicated. ⁸⁻¹⁴
2b	C-LD	4. For newly born infants who are unintentionally hypothermic (temperature less than 36°C) after resuscitation, it may be reasonable to rewarm either rapidly (0.5°C/h) or slowly (less than 0.5°C/h). ¹⁵⁻¹⁹

Synopsis

Newly born infants who receive prolonged PPV or advanced resuscitation (eg, intubation, chest compressions ± epinephrine) should be closely monitored after

stabilization in a neonatal intensive care unit or a monitored triage area because these infants are at risk for further deterioration.

Infants 36 weeks' or greater estimated gestational age who receive advanced resuscitation should be examined for evidence of HIE to determine if they meet criteria for therapeutic hypothermia. Therapeutic hypothermia is provided under defined protocols similar to those used in published clinical trials and in facilities capable of multidisciplinary care and longitudinal follow-up. The impact of therapeutic hypothermia on infants less than 36 weeks' gestational age with HIE is unclear and is a subject of ongoing research trials.

Hypoglycemia is common in infants who have received advanced resuscitation and is associated with poorer outcomes.⁸ These infants should be monitored for hypoglycemia and treated appropriately.

Infants with unintentional hypothermia (temperature less than 36°C) immediately after stabilization should be rewarmed to avoid complications associated with low body temperature (including increased mortality, brain injury, hypoglycemia, and respiratory distress). Evidence suggests that warming can be done rapidly (0.5°C/h) or slowly (less than 0.5°C/h) with no significant difference in outcomes.¹⁵⁻¹⁹ Caution should be taken to avoid overheating.

Recommendation-Specific Supportive Text

1. In a meta-analysis of 8 RCTs involving 1344 term and late preterm infants with moderate-to-severe encephalopathy and evidence of intrapartum asphyxia, therapeutic hypothermia resulted in a significant reduction in the combined outcome of mortality or major neurodevelopmental disability to 18 months of age

(odds ratio 0.75; 95% CI, 0.68-0.83).¹

2. Newly born infants who required advanced resuscitation are at significant risk of developing moderate-to-severe HIE²⁻⁴ and other morbidities.⁵⁻⁷
3. Newly born infants with abnormal glucose levels (both low and high) are at increased risk for brain injury and adverse outcomes after a hypoxic-ischemic insult.⁸⁻¹⁴
4. Two small RCTs^{16,19} and 4 observational studies^{15,17,18,20} of infants with hypothermia after delivery room stabilization found no difference between rapid or slow rewarming for outcomes of mortality,^{15,17} convulsions/seizures,¹⁹ intraventricular or pulmonary hemorrhage,^{15,17,19,20} hypoglycemia,^{16,17,19} or apnea.^{16,17,19} One observational study found less respiratory distress in infants who were slowly rewarmed,¹⁸ while a separate study found less respiratory distress syndrome in infants who were rapidly rewarmed.¹⁷

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WITHHOLDING AND DISCONTINUING RESUSCITATION

Recommendations for Withholding and Discontinuing Resuscitation		
COR	LOE	Recommendations
1	C-EO	1. Noninitiation of resuscitation and discontinuation of life-sustaining treatment during or after resuscitation should be considered ethically equivalent. ^{1,2}
1	C-LD	2. In newly born babies receiving resuscitation, if there is no heart rate and all the steps of resuscitation have been performed, cessation of resuscitation efforts should be discussed with the team and the family. A reasonable time frame for this change in goals of care is around 20 min after birth. ³
2a	C-EO	3. If a birth is at the lower limit of viability or involves a condition likely to result in early death or severe morbidity, noninitiation or limitation of neonatal resuscitation is reasonable after expert consultation and parental involvement in decision-making. ^{1,2,4,5}

Synopsis

Expert neonatal and bioethical committees have agreed that, in certain clinical conditions, it is reasonable not to initiate or to discontinue life-sustaining efforts while continuing to provide supportive care for babies and families.^{1,2,4}

If the heart rate remains undetectable and all steps of resuscitation have been completed, it may be reasonable to redirect goals of care. Case series show small numbers of intact survivors after 20 minutes of no detectable heart rate. The decision to continue or discontinue resuscitative efforts should be individualized and should be considered at about 20 minutes after birth. Variables to be considered may include whether the resuscitation was considered optimal, availability of advanced neonatal care (such as therapeutic hypothermia), specific circumstances before delivery, and wishes expressed by the family.^{3,6}

Some babies are so sick or immature at birth that survival is unlikely, even if neonatal resuscitation and intensive care are provided. In addition, some conditions are so severe that the burdens of the illness and treatment greatly outweigh the likelihood of survival or a healthy outcome. If it is possible to identify such conditions at or before birth, it is reasonable not to initiate resuscitative efforts. These situations benefit from expert consultation, parental involvement in decision-making, and, if indicated, a palliative care plan.^{1,2,4-6}

Recommendation-Specific Supportive Text

1. It is the expert opinion of national medical societies that conditions exist for which it is reasonable to not initiate resuscitation or to discontinue resuscitation once these conditions are identified.^{1,2,4,5}
2. Randomized controlled studies and observational studies in settings where therapeutic hypothermia is available (with very low certainty of evidence) describe variable rates of survival without moderate-to-severe disability in babies who achieve ROSC after 10 minutes or more despite continued resuscitation. None of these studies evaluate outcomes of resuscitation that

extends beyond 20 minutes of age, by which time the likelihood of intact survival was very low. The studies were too heterogeneous to be amenable to meta-analysis.³

3. Conditions in which noninitiation or discontinuation of resuscitation may be considered include extremely preterm birth and certain severe congenital anomalies. National guidelines recommend individualization of parent-informed decisions based on social, maternal, and fetal/neonatal factors.^{1,2,4} A systematic review showed that international guidelines variably described periviability between 22 and 24 weeks' gestational age.⁷

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HUMAN AND SYSTEM PERFORMANCE

Training Frequency

Recommendation for Training Frequency		
COR	LOE	Recommendation
1	C-LD	1. For participants who have been trained in neonatal resuscitation, individual or team booster training should occur more frequently than every 2 yr at a frequency that supports retention of knowledge, skills, and behaviors. ¹⁻⁵

Synopsis

To perform neonatal resuscitation effectively, individual providers and teams need training in the required knowledge, skills, and behaviors. Historically, the repeat training has occurred every 2 years.⁶⁻⁹ However, adult, pediatric, and neonatal studies suggest that without practice, CPR knowledge and skills decay within 3 to 12 months¹⁰⁻¹² after training.

Short, frequent practice (booster training) has been shown to improve neonatal resuscitation outcomes.⁵ Educational programs and perinatal facilities should develop strategies to ensure that individual and team training is frequent enough to sustain knowledge and skills.

RECOMMENDATION-SPECIFIC SUPPORTIVE TEXT

1. In a randomized controlled simulation study, medical students who underwent booster training retained improved neonatal intubation skills over a 6-week period compared with medical students who did not receive booster training. There was no difference in neonatal intubation performance after weekly booster practice for 4 weeks compared with daily booster practice for 4 consecutive days.¹

In a randomized controlled simulation study, pediatric and family practice residents who underwent booster training 9 months after an initial Neonatal Resuscitation Program course demonstrated better procedural skills and teamwork behaviors at a follow-up assessment at 16 months compared with residents who did not receive booster training.²

In a prospective cohort study, physicians and nurses trained in Helping Babies Breathe demonstrated a rapid loss of resuscitation skills by 1 month after training. Subjects who received monthly practice sessions were more likely to pass an objective structured clinical evaluation than those who practiced less frequently.³

In a prospective observational study, implementation of weekly, brief Helping Babies Breathe simulation training after a 1-day Helping Babies Breathe training

course resulted in increased frequency of stimulation of newborns, decrease in bag-mask ventilation, and decreased neonatal mortality at 24 hours.⁴

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BRIEFING AND DEBRIEFING

Recommendation for Training Frequency		
COR	LOE	Recommendation
2b	C-LD	1. For neonatal resuscitation providers, it may be reasonable to brief before delivery and debrief after neonatal resuscitation. ^{1–3}

Synopsis

Briefing has been defined as “a discussion about an event that is yet to happen to prepare those who will be involved and thereby reduce the risk of failure or harm.”⁴ *Debriefing* has been defined as “a discussion of actions and thought processes after an event to promote reflective learning and improve clinical performance”⁵ or “a

facilitated discussion of a clinical event focused on learning and performance improvement.⁶ Briefing and debriefing have been recommended for neonatal resuscitation training since 2010⁷ and have been shown to improve a variety of educational and clinical outcomes in neonatal, pediatric, and adult simulation-based and clinical studies. The effect of briefing and debriefing on longer-term and critical outcomes remains uncertain.

Recommendation-Specific Supportive Text

Multiple clinical and simulation studies examining briefings or debriefings of resuscitation team performance have shown improved knowledge or skills.⁸⁻¹²

1. In a prospective interventional clinical study, video-based debriefing of neonatal resuscitations was associated with improved preparation and adherence to the initial steps of the Neonatal Resuscitation Algorithm, improved quality of PPV, and improved team function and communication.¹
- In 2 pre-quality improvement/post-quality improvement initiatives, use of a team briefing, debriefing, and pre-delivery checklist was associated with an improvement in team communication in the delivery room and short-term clinical outcomes, such as decreased frequency of intubation in the delivery room and increased frequency of normothermia on admission to the neonatal intensive care unit. There was no significant effect on other in-hospital clinical outcomes such as bronchopulmonary dysplasia, necrotizing enterocolitis, retinopathy of prematurity, intraventricular hemorrhage, or length of stay.^{2,3}

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KNOWLEDGE GAPS

Neonatal resuscitation science has advanced significantly over the past 3 decades, with contributions by many researchers in laboratories, in the delivery room, and in other clinical settings. While this research has led to substantial improvements in the Neonatal Resuscitation Algorithm, it has also highlighted that we still have more to learn to optimize resuscitation for both preterm and term infants. With growing enthusiasm for clinical studies in neonatology, elements of the Neonatal Resuscitation Algorithm continue to evolve as new evidence emerges.

The current guidelines have focused on clinical activities described in the resuscitation algorithm, rather than on the most appropriate devices for each step. Reviews in 2021 and later will address choice of devices and aids, including those required for ventilation (T-piece, self-inflating bag, flow-inflating bag), ventilation interface (face mask, laryngeal mask), suction (bulb syringe, meconium aspirator), monitoring (respiratory function monitors, heart rate monitoring, near infrared spectroscopy), feedback, and documentation.

Review of the knowledge chunks during this update identified numerous questions and practices for which evidence was weak, uncertain, or absent. The following knowledge gaps require further research:

Resuscitation Preparedness

- The frequency and format of booster training or refresher training that best supports retention of neonatal resuscitation knowledge, technical skills, and behavioral skills
- The effects of briefing and debriefing on team performance

During and Just After Delivery

- Optimal cord management strategies for various populations, including nonvigorous infants and those with congenital heart or lung disease
- Optimal management of nonvigorous infants with MSAF

Early Resuscitation

- The most effective device(s) and interface(s) for providing PPV
- Impact of routine use of the ECG during neonatal resuscitation on resuscitation
- Feasibility and effectiveness of new technologies for rapid heart rate measurement (such as electric, ultrasonic, or optical devices)
- Optimal oxygen management during and after resuscitation

Advanced Resuscitation

- Novel techniques for effective delivery of CPR, such as chest compressions accompanied by sustained inflation
- Optimal timing, dosing, dose interval, and delivery routes for epinephrine or other vasoactive drugs, including earlier use in very depressed newly born infants
- Indications for volume expansion, as well as optimal dosing, timing, and type of volume
- The management of pulseless electric activity

Specific Populations

- Management of the preterm newborn during and after resuscitation
- Management of congenital anomalies of the heart and lungs during and after resuscitation
- Resuscitation of newborns in the neonatal unit after the newly born period
- Resuscitation of newborns in other settings up to 28 days of age

Postresuscitation Care

- Optimal dose, route, and timing of surfactant in at-risk newborns, including less-invasive administration techniques
- Indications for therapeutic hypothermia in babies with mild HIE and in those born at less than 36 weeks' gestational age
- Adjunctive therapies to therapeutic hypothermia
- Optimal management of blood glucose
- Optimal rewarming strategy for newly born infants with unintentional hypothermia

For all these gaps, it is important that we have information on outcomes considered critical or important by both healthcare providers and families of newborn infants.

The research community needs to address the paucity of educational studies that provide outcomes with a high level of certainty. Internal validity might be better addressed by clearly defined primary outcomes, appropriate sample sizes, relevant and timed interventions and controls, and time series analyses in implementation studies. External validity might be improved by studying the relevant learner or provider populations and by measuring the impact on critical patient and system outcomes rather than limiting study to learner outcomes.

Researchers studying these gaps may need to consider innovations in clinical

trial design; examples include pragmatic study designs and novel consent processes. As mortality and severe morbidities decline with biomedical advancements and improvements in healthcare delivery, there is decreased ability to have adequate power for some clinical questions using traditional individual patient randomized trials. Another barrier is the difficulty in obtaining antenatal consent for clinical trials in the delivery room. Adaptive trials, comparative effectiveness designs, and those using cluster randomization may be suitable for some questions, such as the best approach for MSAF in nonvigorous infants. High-quality observational studies of large populations may also add to the evidence. When feasible, well-designed multicenter randomized clinical trials are still optimal to generate the highest-quality evidence.

Finally, we wish to reinforce the importance of addressing the values and preferences of our key stakeholders, the families and teams who are involved in the process of resuscitation. Gaps in this domain, whether perceived or real, should be addressed at every stage in our research, educational, and clinical activities.

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DISCLOSURES

Appendix 1. Writing Group Disclosures

Writing Group Member	Employment	Research Grant	Other Research Support	Speakers' Bureau/Honoraria	Expert Witness	Ownership Interest	Consultant/Advisory Board	Other
Susan Niermeyer	University of Colorado Pediatrics	None	None	None	None	None	None	None
Georg M. Schmölzer	University of Alberta Pediatrics	Heart and Stroke Foundation Canada*; Canadian Institute of Health Research*; THRASHER Foundation*; Canadian Institute of Health Research*	None	None	None	Owner of RETAIN LABS Medical Inc*	None	None
Edgardo Szyld	University of Oklahoma	None	None	None	None	None	None	None
Gary M. Weiner	University of Michigan Pediatrics-Neonatology	None	None	None	None	None	None	None
Myra H. Wyckoff	UT Southwestern Pediatrics	None	None	None	None	None	None	None
Nicole K. Yamada	Stanford University	AHRQ†	None	None	None	None	None	None
Jeanette Zaichkin	Self used	None	None	None	None	None	American Academy of Pediatrics Neonatal Resuscitation Program†	None

This table represents the relationships of writing group members that may be perceived as actual or reasonably perceived conflicts of interest as reported on the Disclosure Questionnaire, which all members of the writing group are required to complete and submit. A relationship is considered to be "significant" if (a) the person receives \$10 000 or more during any 12-month period, or 5% or more of the person's gross income; or (b) the person owns 5% or more of the voting stock or share of the entity, or owns \$10 000 or more of the fair market value of the entity. A relationship is considered to be "modest" if it is less than "significant" under the preceding definition.

* Modest.
† Significant.

Appendix 2. Writing Group Disclosures

Reviewer	Employment	Research Grant	Other Research Support	Speakers' Bureau/Honoraria	Expert Witness	Ownership Interest	Consultant/Advisory Board	Other
Christoph Bührer	Charité University Medical Center (Germany)	None	None	University of Tübingen*	None	None	None	None
Praveen Chandrasekharan	SUNY Buffalo	None	None	None	None	None	None	None
Krithika Lingappan	Baylor College of Medicine	None	None	None	None	None	None	None
Ju-Lee Oei	Royal Hospital for Women (Australia)	None	None	None	None	None	None	None
Birju A. Shah	The University of Oklahoma	None	None	None	None	None	None	None

This table represents the relationships of reviewers that may be perceived as actual or reasonably perceived conflicts of interest as reported on the Disclosure Questionnaire, which all reviewers are required to complete and submit. A relationship is considered to be "significant" if (a) the person receives \$10000 or more during any 12-month period, or 5% or more of the person's gross income; or (b) the person owns 5% or more of the voting stock or share of the entity, or owns \$10 000 or more of the fair market value of the entity. A relationship is considered to be "modest" if it is less than "significant" under the preceding definition.

* Modest.

**Part 5: Neonatal Resuscitation 2020 American Heart Association Guidelines for
Cardiopulmonary Resuscitation and Emergency Cardiovascular Care**

Khalid Aziz, Chair; Henry C. Lee, Marilyn B. Escobedo, Amber V. Hoover, Beena D.
Kamath-Rayne, Vishal S. Kapadia, David J. Magid, Susan Niermeyer, Georg M.
Schmölzer, Edgardo Szyld, Gary M. Weiner, Myra H. Wyckoff, Nicole K. Yamada
and Jeanette Zaichkin

Pediatrics 2021;147;

DOI: 10.1542/peds.2020-038505E originally published online October 21, 2020;

**Updated Information &
Services**

including high resolution figures, can be found at:
http://pediatrics.aappublications.org/content/147/Supplement_1/e2020038505E

References

This article cites 228 articles, 59 of which you can access for free at:
http://pediatrics.aappublications.org/content/147/Supplement_1/e2020038505E#BIBL

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American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Program Title:

Neonatal Resuscitation



Instructors:

FACULTY DISCLOSURE: The instructors state that they does not have a current or recent significant financial interest or affiliation with any manufacturer of commercial products that might be discussed in the presentation, nor with any corporate organization offering financial support or educational grants for this educational activity. This presentation will not include discussion of any unapproved/investigative use of a commercial product.

Program Number :

Date:

Rating Scale	(1) Strongly Disagree	(2) Disagree	(3) Neutral	(4) Agree	(5) Strongly agree
--------------	-----------------------	--------------	-------------	-----------	--------------------

Course Objectives

1. Demonstrate appropriate resuscitation procedures and skills in the proper sequence for a compromised newborn using simulation-based learning.	1	2	3	4	5
2. Demonstrate effective use of equipment and manage resuscitation personnel during skills stations.	1	2	3	4	5
3. Apply effective teamwork, leadership, and communication skills among team members during a simulated resuscitation.	1	2	3	4	5
4. Evaluate resuscitation efforts and key behaviors for successful resuscitation.	1	2	3	4	5

Program Content and Presentation

1b. The instructor, xx was knowledgeable on content.	1	2	3	4	5	n/a
1a. The instructor, xx was knowledgeable on the content.	1	2	3	4	5	n/a
1b. The instructor xx was knowledgeable on content.	1	2	3	4	5	n/a
2. The teaching methods used were adequate.	1	2	3	4	5	
3. The time span was adequate.	1	2	3	4	5	
4. The course was well organized.	1	2	3	4	5	
5. The information was useful to your work setting.	1	2	3	4	5	
6. The performance skills stations were useful.	1	2	3	4	5	
7. The course objectives/expectations were met.	1	2	3	4	5	
8. The environment was conducive to learning.	1	2	3	4	5	
9. What was the best part of the course?						

10. What improvements would be helpful for the course or instructor? What other topics are of interest?

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Blue Valley School District LT 0174-0261 Renewal

Name of Program Coordinator: Tara Asher

Date Received: 12/9/24

Date to CNE Committee: March 2025

 Approved

 Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Tera Asher, MSN, BSN	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ”	X	
• Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		X
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results	X	
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		
• The participant's name and license number, and the number of contact hours awarded		

• The title of the offering		
• The date on which the offering was completed		
• Either the completion of a posttest or a return demonstration		
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 The New Drug Talk: Screening & Review of Local Opioid Trends	#2 The Stop Trafficking Project/Be Alert Strategy

		More Than Meets The Eye
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography		
• The offering evaluation form	X	X

12/2018

Renewal application reviewed and approval checklist completed by Carol Moreland, MSN, RN

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Initial Application: Renewal:

Name of Provider: Tara Asher

Provider Number (For Renewal): LT 0174-0261

Legal Body (If different from provider):

Address of Provider: 15020 Metcalf, Overland Park, KS 66223

Telephone: 913-624-2883

Email: Tasher@bluevalleyk12.org

Program Coordinator (RN): Tara Asher BSN MSN RN

Date (mm/dd/yyyy): 12/06/2024

Program Management

Assessing Need and Planning CNE

Please describe what advisory groups or planning committees were formed and what factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

A written survey is produced by the Staff Development/CNE Advisory Subcommittee and distributed to the full nursing staff annually. Requests and needs identification for Continuing Nursing Education offerings may also be submitted at any time by school nurses, to the Coordinator of Nursing or Advisory Committee members during monthly staff meetings or via e-mail.

The target population is the nurses employed by the Blue Valley School District. Blue Valley school nurses are all registered nurses in the state of Kansas who function independently from any hospital or clinic setting. Educational needs of the nurses are assessed through informal dialogue during staff meetings throughout the school year, email, observations of new clinical practice issues/ procedures, and through an annual written survey of the nurses. The Staff Development Committee made up of representatives from all levels of practice (elementary, middle school, and high school), meet each academic quarter to discuss Staff Development issues and the CNE Advisory Subcommittee meets annually to plan the upcoming academic year's CNE offerings based on this input and observations to provide learning experiences intended to build and enhance the practice, education, leadership, and research activities of the professional nurses to improve the health outcomes of the Blue Valley School District students and community.

Process for Fee Assessment

Describe the method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations.

No fee is charged for offerings.

No refunds are needed since no fee is charged

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

Revised: 2024-

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).
Revised: 2024-

The Professional Development Calendar is available on the Blue Valley School District website which publishes all district-designed offering. The district-designed programs are the programs offering CNEs. Additionally Outlook invitations are sent to each nurse in the Blue Valley School District, followed by an e-mail reminder prior to the offering date. These announcements include the following statement:

Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ___contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented. 1. Summary of planning; 2. Behavioral objectives of the offering; 3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117; 4. Documentation is received of each instructor's experience and education; 5. The bibliography of each presentation is received and up to date; 6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter. KAR 60-9-107(d)

Process

Process for offering approval:

-Summary of planning

-Behavioral Objectives (60-9-105 d)

-Content which shall meet definition of CNE in KSA 65-1117(a)

-Instructor's education and experience documenting knowledge/expertise,

current bibliography (books 10 yr, periodicals 5 yr)

☐ -offering evaluation that includes assessment of learner achievement of each objective, expertise of individual presenters.

After consideration of the annual Needs Assessment Survey results and the informal input of the school nurses related to their continuing educational needs and observations described pursuant to 60-9-107 b (3) (A) above, a list of presentation offerings is developed by the Advisory Committee.

Behavioral Objectives and Content: Measurable learning goals are developed in collaboration with the Advisory Committee and the selected presenter with the objective of providing learning experiences intended to build and enhance the practice, education, leadership, and research activities of the professional nurses to improve the health outcomes of the Blue Valley School District students and community.

Instructors are selected on the basis of their expertise in the area of educational need as identified by the nurses. The Advisory Committee will review the background of the proposed presenter to determine if the presenter has the necessary background to present on a given topic.

Instructors are to provide a current bibliography (books not published more than 10 years ago and periodicals not dated more than 5 years ago) for the presentation topic demonstrate evidence-based information and to support further study of the topic presented.

Each program is evaluated by participants for learner achievement of each identified objectives and these evaluations are collected and reviewed following the program.

Process for Awarding Contact Hours

Describe the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This must include your method of calculating partial credit, more than one hour, because of early departures or late arrivals. Describe also how instructor credit is calculated and how independent study credit is calculated. If you offer independent study, you must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e)

An approved provider may award any of the following:

☐

-contact hours as documented on an offering agenda for actual time attended, including partial credit for one or more contact hours

☐

-credit for fractions of hours over 30 minutes to be computed towards a contact hour

instructor credit, which shall be two contact hours for each hour of first-time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)

-independent study (60-9-105 (1)) credit based on time required to complete the offering as documented by the provider's pilot time test results

-clinical hours

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A

sample copy must be attached of each. KAR 60-9-107(f)(g)

Revised

-Process for verifying participation and completion of the offering:

-Documentation to verify that each participant attended offering

participants shall be required to sign a daily attendance roster

-roaster shall contain the provider's name, address, provider number and coordinator; the date and title of the offering and the presenter(s); the participant's name and license number, and the number of contact hours awarded

-Documentation to verify completion of independent study offering, if applicable.

-Documentation shall include information about the provider's name, address, provider number and coordinator; the title of the offering; the date on which the offering was completed; and the presenter(s); the participant's name and license number, and the number of contact hours awarded and either the completion of post test or return demonstration

Certificate:

-Certificates of attendance shall be awarded to participants after completing an offering;

-Each certificate shall be complete before distribution to participants;

each certificate shall contain the provider's name, address and provider number, title of the offering, date(s) of attendance, number of contact hours awarded and if applicable, the designation

of any independent study or instructor contact hours awarded; signature of individual responsible for the providership, name and license number of the participant

Process for Record Keeping and Storage

Please verify that you will keep the records of the offerings for a minimum of two years after presentation. List what records will be retained, the location of the records and the steps taken to ensure confidentiality and security of the records. KAR 60-9-107(h)

-For each offering the approved provider shall retain the following for two years: summary of the planning, copy of announcement/brochure, title and objectives, offering agenda or, for independent study, pilot time test results, bibliography, summary of participant evaluations; each instructor's education and experience; documentation to verify completion of the offering as specified in subsection (f).

-Record storage system assure confidentiality and easy retrieval of records by authorized individuals

Include description of where files are kept

Process for Notice of Change of Coordinator or Required Policies

Describe what methods will be used to notify KSBN of a change of coordinator or policies, and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H)

The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)
Revised: 2024-

-Process for verifying participation and completion of the offering:

-Documentation to verify that each participant attended offering

participants shall be required to sign a daily attendance roster

-roaster shall contain the provider's name, address, provider number and coordinator; the date and title of the offering and the presenter(s); the participant's name and license number, and the number of contact hours awarded

-Documentation to verify completion of independent study offering, if applicable.

-Documentation shall include information about the provider's name, address, provider number and coordinator; the title of the offering; the date on which the offering was completed; and the

presenter(s); the participant's name and license number, and the number of contact hours awarded and either the completion of post test or return demonstration

Certificate:

☐

-Certificates of attendance shall be awarded to participants after completing an offering;

☐

-Each certificate shall be complete before distribution to participants;

☐ each certificate shall contain the provider's name, address and provider number, title of the offering, date(s) of attendance, number of contact hours awarded and if applicable, the designation of any independent study or instructor contact hours awarded; signature of individual responsible for the providership, name and license number of the participant

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

Signature: *Dina Olsen MSW BSN RN*

Date: 12/06/2024



Addendum 1

Professional Development Calendar/Notification

PL DAYS | 2024-25

AUGUST PRE-SERVICE 7-9, 12				SEPTEMBER				OCTOBER		
EC-5		6-12		EC-12		EC-12		EC-12	EC-12	
8 AM		8 AM		3 AM	3 PM	11 AM	11 PM			
NOVEMBER			DECEMBER			JANUARY		FEBRUARY		
			EC-12			EC-12		EC-12		
			20 PM				3 AM	3 PM		
MARCH			APRIL			MAY		JUNE		
EC-12		EC-12		EC-12		EC-12				
14 AM	14 PM	25 AM	25 PM			23 PM				

Note: Rally in the Valley is 8/9



DISTRICT ESSENTIALS

2 half-days
 +1 half-day pre-service
 Staff report to designated sessions differentiated by role for PL facilitated by district leaders.
 (Formerly known as district-design.)



BUILDING ESSENTIALS

4 half-days
 +1 day pre-service (6-12)
 +1.5 day pre-service (EC-5)
 Staff report to home building for PL facilitated by building leaders.
 (Formerly known as building-design.)



EDUCATOR CHOICE

2 half-days
 Staff determine the best activities for the time to include PLC, collaboration and individual learning time.
 (Formerly known as educator-design.)



GRADING DAYS

4 half-days

7-9, 12 1.5 days - • Building Essentials
1.5 days - • Educator Choice

8 AM - • District Essentials

9 * Rally in the Valley
AM - BVHS, BVSW, BVNW
PM - BVH, BVW, BVA, 18-21, GEAR, CAPS

3 AM - • Building Essentials
PM - • Building Essentials

11 AM - • District Essentials
PM - * Grade Prep

20 PM - * Grade Prep

3 AM - • Educator Choice
PM - • Building Essentials

14 AM - • District Essentials
PM - * Grade Prep

25 AM - • Building Essentials
PM - • Educator Choice

23 PM - * Grade Prep

	Pre-Service	School Year
District Essentials •	1 half-day	2 half-days
Building Essentials •	3 half-days (EC-5) / 2 half-days (6-12)	4 half-days
Educator Choice •	3 half-days	2 half-days
Grade Prep *		4 half-days
Rally in the Valley *	1 half-day	
6/9 Orientation *	1 half-day (6-12)	

Hello Everyone-

Tuesday January 21st is a Professional Development day, AM is District Designed, PM is Building Designed. Agenda is listed below. Please report to your administrator or classroom teacher where you will be. Please let me know if you are unable to attend so I can get you the information.

Report to District Office to the **District Commons Room**. If your badge does not get you in the door, please go to the door near the flag pole and the receptionist will give your directions to the **District Office Commons room**. (15020 Metcalf Ave., Overland Park)

Afternoon professional development is building designed, *please attend any building designed plans. If you plan on attending the afternoon session, check with your building administration so they know where you are. Afternoon nurse professional development starts at 1:00 pm in the High Plains Room.

Agenda 1/21/2020

Morning-District Commons Room

8:00am Welcome

8:00am Jamie Katz-JCHD: Vaping Education/Community View

9:30am Chlo Rizzo- BV Security Manager: Vaping Education/Consequences

10:30am Dr. Jennifer Dioszeghy M.D. and Amanda Olinger, DO, MA, FAAP-KU Medical Center Pediatrics, Marillac: Vaping Education/Treatments –“Vaping Naysh” (1.5 CEU)

12:00 pm Lunch on your own

PM Building Designed-Please check with Building Schedule for PD commitments. *In the High Plains Room at District Office*Please attend any Building Design activity

1:00 pm Candy Hawking-BV Wellness

2:30 pm Sunti Wathanacharoen-Asthma Insight-All Building Nurses

*Education and times are subject to change due to schedule and weather.

Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. These course offerings are approved for 1.5 hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262.

If you are unable to attend, please notify me in advance.

Tara Asher MSN, RN

Blue Valley Schools District Nurse Coordinator

Hilltop Campus

7700 W. 143rd St

Overland Park, KS 66223

(913) 624-2883

tasher@bluevalleyk12.org

Addendum 2
Sample Forms
(Attendance Roster, Certificate)



Continuing Nurse Education - Attendance Roster

Provider: Blue Valley School District Student Services

Provider Number: KSBN LT 0174-0262

Address: 15020 Metcalf; Overland Park, KS 66223

Coordinator's Signature:

Course Title:

Dates:

CNE earned: 2 Contact hour

Speaker:

Location: BVSD; 15020 Metcalf; OP KS 66223

Participant's name (Print)	Signature	Address (give email address to send certificate)	Nursing License#	Contact hours
				2
				2
				2
				2
				2
				2
				2
				2
				2
				2

Certificate of Completion

Continuing Nurse Education credit

This is to certify
Blue Valley School District Nurse
KS Nursing License No.
is awarded one (1.0) contact hours for completing

“The New Drug Talk: Screening and Review of Local Opioid Trends”

On September 3rd, 2024
Blue Valley School District #229
15020 Metcalf, Overland Park, Kansas 66223

___ Independent Study

___ Instructor Hours

1.0 Contact Hours



Blue Valley Schools
Department of Student Services
KSBN Provider Number: LT0174-0262

Dated this 3rd day of September 2024

A handwritten signature in black ink, appearing to read "Tara Asher".

Tara Asher, MSN, R. N.
District Continuing Nurse Education Coordinator

Addendum 3

Total Program Evaluation

by Tara Asher (present CNE Coordinator)

TOTAL PROGRAM EVALUATION

Blue Valley School District

Area	Frequency	Resp. Person	Criteria	Findings	Actions/Recommendations
Administration	Annually	CNE Coordinator and Director of Student Services	Review job description	The District Coordinating Nurse is the CNE Coordinator and will coordinate activities of the district school nurses not only as they apply to health education, but also as they apply to health services. Qualification: Registered Nurse; Master's degree is preferred; acknowledged leader among teaching and nursing peers; demonstrated excellence in teaching; skills in staff development; knowledge about current trends and research in subject area; ability to coordinate curriculum development and to monitor its progress; demonstrated ability to create positive relationships with teachers, nurses, and administrators; ability to balance student-centered philosophy with content and nursing expertise.	No change recommended at this time
Policies: Assess need, planning - written tool - evaluation summaries	Annually	CNE Coordinator and CNE Advisory Committee	Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning	The survey was appropriate and yielded accurate data based on the results of program evaluations. Program evaluations were tallied and summary indicated that the educational needs of the target audience were met by the programs provided.	Continue current practice; No change recommended at this time.
Policies: Fee Assessment	Annually	CNE Coordinator	Policy meets organization and customer needs	Currently, no fee was charged for staff of Blue Valley School District which is consistent with the practice across disciplines within the district.	Continue current practice; No change recommended at this time.
Policies: Announcement	Annually	CNE Coordinator/ CNE Advisory Committee	Review to be certain they reflect necessary information	The current announcement was by Annual District Calendar, Outlook Calendar and district e-mail and has contained all necessary information.	Continue current practice; No change recommended at this time.

TOTAL PROGRAM EVALUATION

Blue Valley School District

Policies: Offering approval process	Annually	CNE Coordinator/ Advisory Committee	Review policies and compare to KSBN requirements	Each offering was planned based on needs assessment and staff survey and was reviewed to insure that it was designed to enhance the knowledge, skills, and attitudes related to school nursing and consisted of no less than 1 contact hour.	Continue current practice; No change recommended at this time.
Policies: Awarding contact hours	Annually	CNE Coordinator/ Advisory Committee	Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit	Contact hours were awarded as documented on the offering agenda for actual time attended (30 minutes of participation equals 0.5 CNE and 50 minutes of participation in a learning experience equals one CNE). Provisions for partial credit are not available. Some allowance for late arrival and early dismissal is granted but not to exceed 10 minutes for every two hours of contact except where prior approval has been given by the CNE coordinator. No CNE were awarded for programs that did not receive offering approval by the CNE Coordinator and/or Advisory Committee in line with KSBN requirements. Instructor credit is awarded to individual nurses who prepare and present CNE. A 50 minute presentation equals two contact hours of instructor credit. The minimum presentation length is 30 minutes. Pilot testers have not been utilized in the past, however, if they are used in the future, contact hours will be determined by totaling all time and dividing by the number of testers. We do not presently offer independent study.	Continue current practice; No change recommended at this time.
Policies: Verifying participation/ completion	Annually	CNE Coordinator/	Review rosters and certificates; compare to KSBN requirements	Rosters were reviewed and contained the provider's name, address, provider number and coordinator, the date and title of the offering and the presenter(s), the participant's name and license number, and the number of contact hours awarded according to KSBN requirements. Participants were required to sign in at the beginning of each offering and were not allowed to miss more than 10 minutes of a two-hour program. This process was supervised by the	Continue current practice; No change recommended at this time.

TOTAL PROGRAM EVALUATION

Blue Valley School District

				CNE Coordinator and Advisory Committee members. A completed certificate of attendance was awarded to participants after completion of the offering. Each certificate contained the providers name, address, the provider number, title of the offering, date of attendance, number of contact hours awarded, the signature of the CNE coordinator responsible for the providership, and the name and license number of the participant and was completed prior to distribution to the participant.	
Policies: Record keeping	Annually	CNE Coordinator	Audit contents of files for compliance with KSBN requirements	Notebooks of past CNE programs are kept in notebooks in secure file cabinet at the office of the CNE Coordinator. These are available upon request and contain Curriculum Vitae of speakers, objectives, bibliographies, sign-in sheets, sample certificates, evaluation sheets and evaluation summary along with any PowerPoint copies and/or handouts provided by the presenter.	Continue current practice; No change recommended at this time.
Policies: Notification of changes	As needed	CNE Coordinator	Review procedures for changes reported to KSBN	The CNE Coordinator remained the same as previous year and met the criteria for KSBN approval.	Continue current practice with respect to KSBN notification.
Total Program Evaluation effectiveness	Annually	CNE Coordinator/ Advisory Committee	Review total program evaluation and compare contents to KSBN requirements	The CNE program is evaluated using two methods. First, for each session, an evaluation form will be completed by participants who will rate the presenter on a) general presentation skills and b) coverage of learner objectives. A second form of evaluation will consist of an annual survey designed by the program coordinator which will be distributed to the school nurses. The purpose of this survey will be to provide the nurses the opportunity to assess the overall effectiveness of the CNE program and its effectiveness in meeting staff needs. Data will be reviewed by the Advisory	Continue current practice; No change recommended at this time.

TOTAL PROGRAM EVALUATION

Blue Valley School District

				Committee and will be analyzed for trends which impact future CNE development.	
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KANSAS STATE BOARD OF NURSING

TOTAL PROGRAM EVALUATION

ADMINISTRATION

Area	Reviewed by	Date Evaluated	Results	Action Taken
Organization and Philosophy	Advisory Committee and Coordinator	12/1/2024	Reviewed. No changes recommended	None.
Goals and Objectives of KSBN	Advisory Committee and Coordinator	12/1/2024	Reviewed. No changes recommended	None
Budget	Advisory Committee and Coordinator	12/1/2024	Discussion that we have been able to obtain good presenters with current budget. Unless that changes, the budget will remain the same. No changes.	The Advisory committee will report back during the year if a stipend for a speaker does not seem to be adequate. Last year, no speakers received a speaking fee.
Program Coordinator	Coordinator	12/1/2024	Program coordinator is Tara Asher, MSN, BSN, RN	Vita, license current of coordinator.
Advisory Committee	Coordinator	12/1/2024	The terms of high, middle school and elementary nurses are in their first and second year of serving. Meetings will remain the same unless new needs arise.	Members: Jessica Uffman & Janae Bell elementary reps; Brittany Petrich & Erica Hammack, middle school reps; Amanda Collichio and Haley Murkin, high school rep- each will serve for 2 years. All members except for Janae Bell and Haley Murkin are

				<p>serving their second year.</p> <p>2025-2025 Advisory member will be: ES: Janae Bell, Alli Wiles, Bri Donoghue, MS: Jessica Rose, Teri Carpenter, Alex Norval, Haley Murkin.</p>
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MANAGEMENT

Area	Reviewed by	Date Evaluated	Results	Action Taken
Policy and Procedure	Advisory Committee and Coordinator	12/1/2024	<p>Tentative plans for an Elem/MS/HS professional development days for a total of five CNEs (1.0 hour each) in March by Robert Hileman from Ridgeview Pediatric Eye care, presenting on common eye injuries and complication of the in school age children. On same day, Children's Mercy Hospital providers, Lindsey Malloy Walton & Kaitlyn Bennett will present on Energy drinks and the effects on cardiac health. Also, in March Tom Liddy from Kansas Web IS will provide education on Kansas Web IZ and how to utilize reports</p>	<p>Will continue to consider the possibility of providing some after school workshop. None, however, are planned for next year. Total offerings would be 4 CNE hours for the school nurses. Norms will be reviewed at the August meeting of all district nurses.</p>

			<p>for school nurses. Lastly in April two education programs will three (3.0) CNE credits. First presenter will present on ENT concerns in a school setting by Nurse Practitioner Tricia Williams ARPN from the Division of Otolaryngology with Children's Mercy Hospital. The last offering for the year will be from Adriann Ralston from the Kansas Children's Service League who is providing LGBTQIA+ training, offering 2.0 CEUS.</p> <p>*NO CLINICAL hours were done.</p>	
Learning Needs and Assessment	Advisory Committee and Coordinator	12/1/2024	Process reviewed. No changes recommended.	No action taken.
Offerings	Advisory Committee and Coordinator	12/1/2024	<p>NEW CNE advisory committee will meet in April.</p> <p>Committee will send out an education needs assessment to determine education offerings for the 2025-2026 school year</p> <p>Suggestions were tallied and priorities determined.</p>	<p>Each member will work on one or two offerings for the next school year and report back.</p> <p>Each new member will be assigned one PD event to research and present back with appropriate education from the needs assessment.</p>
Individual Program File	Advisory Committee and Coordinator	12/1/2024	Nurse presenters were encouraged.	Each member will be responsible for securing a presenter, obtaining

				objectives, confirmation letter, curriculum vitae, bibliography/references, and handouts. Coordinator will handle roster and evaluations; room reservation-and notify nurses with notice on Outlook calendar.
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Blue Valley School District – Student Services
 LT 0174-0261
 Blue Valley School District #229
 15020 Metcalf
 Overland Park, Kansas 66223

Tara Asher MSN, BSN, R.N.
 913-624-2883
 Tasher@bluevalleyk12.org

CEU survey was sent out to All School Nurses 2/6/2023 through a Google document. Nurses voted on 17 nurse education topics with a yes or no response. Nurses had the opportunity to write in the comments sections any other nurse education or speakers that they were seeking or interested in. Nurses had the opportunity to volunteer to serve on the CEU committee in the future.

Ideas submitted:

Other Topics of Interest

The reasons for removal of food brought into the school for parties and events.
physical health not mental health

Nurses with Speaker contacts: Zero

Education Options in Survey and results

CEU Survey Results:

Topics of Interest for 2023-2024	Yes	No
Are you interested in learning more about: [Mental Health Issues: Anxiety/School Refusal Behavior]	12	8
Are you interested in learning more about: [Nurse Group Work (Collaboration time)]	10	10

Are you interested in learning more about: [Trauma Informed Care (ACES, Resiliency)]	10	10
Are you interested in learning more about: [TBI/Concussion Update]	13	7
Are you interested in learning more about: [Section 504/IEP/IHP/ECP/Homebound]	14	6
Are you interested in learning more about: [Medically Fragile Topics (trachs, G-tube etc)]	10	10
Are you interested in learning more about: [Emergency Preparedness/Safety Issues]	11	9
Are you interested in learning more about: [Headache Assessment and Management]	10	10
Are you interested in learning more about: [Dermatology - Skin issues]	13	7
Are you interested in learning more about: [Preventing and reporting child maltreatment and abuse.]	8	12
Are you interested in learning more about: [Adolescent physical and mental health]	12	8
Are you interested in learning more about: [Pediatric exercise and fitness]	7	13
Are you interested in learning more about: [Common pediatric health conditions (Strep/throat infections, Ear infections, etc.)]	16	4
Are you interested in learning more about: [Tic Disorders]	6	12
Are you interested in learning more about: [Self harm (drug poisonings)]	7	13
Are you interested in learning more about: [Behavioral Health Disorders]	12	8
Are you interested in learning more about: [Seizure Education]	13	7

***NO CLINICAL hours were done.**

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 Tasher@bluevalleyk12.org

The next review is scheduled for 4/2025 for the 2025-2026 school year and will be organized by the CNE Coordinator, Tara Asher MSN, BSN, R.N. at which time the Advisory Committee and Coordinator will review 2023-24 offering evaluation summaries, review the results of the latest Needs Assessment, propose learning objectives for desired topics, suggest possible speakers, and designate primary contact advisory member for each presentation.

- Bri Donoghue (ES)
- Janae Bell (ES)
- Alli Wiles-(ALL)
- Jessica Rose-(MS)
- Teri Carpenter-(MS)

- Alex Norval-(HS)
- Haley Murkin-2nd- (HS)

4/24/2023

The 2023-2024 Blue Valley School Nurse Continuing Education Committee met in person on April 24th, 2023. The committee members in attendance represent nurses from each level of education in Blue Valley; Karen Ostmeyer RN, Amy Hamera RN, Brittany Petrich RN, Amanda Collichio RN, Tara Asher RN, Jessica Uffmann, and Sheri Buxton.

2022-2023 committee members

Tara Asher BSN MSN RN-Health Services Coordinator

Karen Ostmeyer BSN, RN-Early Education/Elementary School

Jessica Uffmann MSN, RN-Elementary School

Amy Hamera BSN, RN-Middle School

Brittany Petrich BSN, RN-Middle School

Amanda Collichio BSN, RN-High school

Sheri Buxton-Health Services Administrative Assist

The committee started off with discussing the 2022-2023 continuing education offerings. The 2022-2023 school year offered education from Jared Avilez, MNH on Youth Student Mental Health and Michelene Krueger, MA on Vaping Trends in schools in September. In October Roger Smith, MBA and Justina Weber, PLC presented on Behavioral Health Continuum of Care. In January, Ryan McDonough, DO presented The Highs and Lows of Living with Diabetes at School. Lastly, in April Monica Cattau, CFLE presented on Child Abuse and Neglect Training for Mandated Reporters. All recipients were awarded one CEU credit per presentation for a total of 5 CEU credits offered for the 2022-2023 school year.

The committee members for 2023-2024 were welcomed and educated on the purpose of the committee and the education that is brought to the Blue Valley Health Services team. The committee started off by addressing the CEU survey that was sent out to the Blue Valley School Nurses on 2/6/23. Nurses voted on 17 nurse education topics with a yes, no response. Nurses had the opportunity to write in the comments sections about any other nurse education or speakers that they were seeking or interested in. Nurses had the opportunity to volunteer to serve on the CEU committee in the future. The committee received a list of CEU/education ideas and votes for existing ideas generated by the CEU survey via email for review.

All CEU ideas and votes were discussed. Each nurse discussed what changes the 2022-2023 school year brought. Each committee nurse had the opportunity to discuss the educational needs of the level of students they served.

Karen Ostmeyer discussed the increased need for concussion education that is seen at every level of education. Karen also stated the need for seasonal allergy education so school nurses can help identify and support students and families. Karen Ostmeyer and Amanda Collichio both discussed the need for emergency education to prepare for traumas in our schools.

Amanda and Karen both recommended working with HCA Midwest Health on emergency preparedness and how to provide care for staff and students.

Amanda also discussed the need for continuous mental health first aid training and review as student needs and conditions are always changing. Amanda recommended a presentation called "Hungry Vital Signs" to help students identify when they are hungry, how they benefit from healthy foods, and how to assist with food insecurities.

Amy Hamera, a middle school nurse discussed the need for dermatology education to help nurses identify skin conditions that need to be addressed quickly and those that are not concerning. Amy also discussed the growing need of students' mental health and eating disorders. Amy suggested working with ED Care to bring in education around how to identify and communicate about eating disorders. Amy also discussed the education the Lilac Center could provide to boost the mental health education nurses need to assist our school mental health teams.

Brittany Petrich, middle school nurse discussed the increase in sports and non-sports related injuries. Brittany spoke about the benefits of students being monitored by school athletic trainers. Brittany suggested getting some education on the importance of working with school trainers to get students back to school and activities safely. Brittany and Jessica Uffmann also brought up a presentation a colleague went through called Psychological First Aid from a Social Worker. This education would help nurses identify students who are struggling and how to help them by connecting with social workers or counselors.

Jessica Uffmann, elementary school nurse brought up the continuous need to receive education on food allergies. Jessica stated that new information is always becoming available on kids with food allergies. Jessica suggested that school nurses are needing to help support students and families who have food allergies. Jessica recommended working with Children's Mercy Hospital Advisory Council for Food Allergies.

The committee wrapped up with reminders of follow up on scheduling educators for the 2023-2024 school year education that would come by email.

2025-2026

The next review is scheduled for 4/2025 for the 2025-2026 school year and will be organized by the CNE Coordinator, Tara Asher MSN, BSN, R.N. at which time the Advisory Committee and Coordinator will review 2023-24 offering evaluation summaries, review the results of the latest Needs Assessment, propose learning objectives for desired topics, suggest possible speakers, and designate primary contact advisory member for each presentation. The 2024-2025 school year is the year for BLS renewal for nurses which will reduce the number of CNE offerings for the year. For the 2025-2026 school year it is our hope to have 6-9 CEU credits to offer BVSD Nurses.

***NO CLINICAL hours purposed.**

- Bri Donoghue (ES)
- Janae Bell (ES)
- Alli Wiles-(ALL)
- Jessica Rose-(MS)
- Teri Carpenter-(MS)

- Alex Norval-(HS)
- Haley Murkin-2nd- (HS)

Tara Asher MSN, BSN, R.N.
7700 E. 143rd Street
Overland Park, KS 66223
913-624-2883
Tasher@bluevalleyk12.org

Tara Asher

Education

MASTER OF SCIENCE IN NURSING, PUBLIC HEALTH NURSING, EMPHASIS IN SCHOOL HEALTH | MAY 2018 | MIDAMERICA NAZARENE UNIVERSITY

BACHELOR OF SCIENCE IN NURSING | 2005 | PITTSBURG STATE UNIVERSITY

LICENSED IN STATE OF KANSAS. REGISTERED NURSE, 2005

CPR INSTRUCTOR FOR BASIC LIFE SUPPORT

YOUTH MENTAL HEALTH FIRST-AID

Skills & Abilities

MANAGEMENT

- **Daily Care:** Manage and run a health office in a busy elementary school housing preschool-5th grade. Student population including LIFT, hard of hearing, IEP's, and Intensive Resource.
- **Managed Health Conditions:** Coordination of care of various acute and chronic health conditions. Track and manage student health records, developed and managed multiple IHP's, crisis plans, and 504's. Work closely with administrators and teachers to meet the physical, mental, and emotional needs of students.
- **Services:** Educate and refer students for medical and community resources to improve outcomes and decrease lost school time.
- **Education:** Coordinate and provide health education at appropriate education levels such as growth and development, dental health, sun safety, nutrition and wellness, and handwashing and illness prevention. Coordinate and provide education to staff and administrators for professional development.
- **Wellness Coordinator:** Provide health and wellness information and education for Stanley staff.

Experience

HEALTH SERVICES COORDINATOR, DISTRICT NURSE | BLUE VALLEY SCHOOL DISTRICT | APRIL 2018-CURRENT


- Oversee and coordinate all building and SPED nurses.

REGISTERED NURSE | BLUE VALLEY SCHOOL DISTRICT | AUGUST 2014-APRIL 2018

- SPED, IRR, Hearing Impaired, LIFT, Wellness Coordinator, Hearing, Vision, and Dental screenings, Crisis Team planning committee. Coordinate and provide education to students, education staff, and administrators.

REGISTERED NURSE | ADVANCED DERMATOLOGIC SURGERY, ADS AMBULATORY SURGERY CENTER | JUNE 2005-MARCH 2014

- Surgical, scrub, recovery, and wound care nurse. OSHA officer, provide health education to staff and administration.



Addendum 4
Sample Program Submissions



CNE Checklist

Summary Planning

— Speaker's vita

This is used for authentication of credentials on speaking about the subject

Used for introduction of the speaker (KAR 60-9-107 (d)(4))

Please have speaker include the bibliography of their references on which they are speaking. (KAR 60-9-107(d)(5))

— Objectives

Needed for course evaluation - need one week in advance (KAR 60-9-107(d)(2))

— Sign-In sheet

5 sheets are needed - enough for 40 persons to sign

Have nurses' license number sheet present for referring to when signing in (KAR 60-9-107(f)(1))

— Evaluation Sheet

Make 40 copies

— Notice by email to all district nurses about CNE

Give date, time, location

Invite nurse subs also

Do this one week in advance

— CNE and attendance roster in MyLearningPlan.com

(currently - do not list in MLP- 2014-15) still need roster for CNE notebook (kept for 3 years)

Health Coordinator will complete this

— Technology Needs

Let Health Coordinator know so you can get help

— Any written materials for hand-outs

May send out in email and have each nurse print a copy and bring to the presentation

Plan for a minimum of 40 persons

— Title of CNE Certificate

Need a week in advance so they can be printed in a timely manner

— Thank you note written after presentation

This should be on letter head stationary, ask DCT for some if needed

Certificate of Completion

Continuing Nurse Education credit

This is to certify
Blue Valley School District Nurse
KS Nursing License No.
is awarded one (1.0) contact hours for completing

“The New Drug Talk: Screening and Review of Local Opioid Trends”

On September 3rd, 2024
Blue Valley School District #229
15020 Metcalf, Overland Park, Kansas 66223

___ Independent Study

___ Instructor Hours

1.0 Contact Hours



Blue Valley Schools
Department of Student Services
KSBN Provider Number: LT0174-0262

Dated this 3rd day of September 2024

A handwritten signature in black ink, appearing to read "Tara Asher".

Tara Asher, MSN, R. N.
District Continuing Nurse Education Coordinator

BVSD 9/3 PD-Health Services

Asher, Tara P. <TAsher@bluevalleyk12.org>

Wed 8/21/2024 2:26 PM

To: All Elementary Nurses <DDL-ElemNurses@bluevalleyk12.org>; All HS Nurses <DDL-HighNurses@bluevalleyk12.org>; All MS Nurses <DDL-MiddleNurses@bluevalleyk12.org>
 Cc: Steve, Nola <NSteve@bluevalleyk12.org>; Miller, Tara O3 <TMiller03@bluevalleyk12.org>; Mitchell, Rosalind E. <REMitchell@bluevalleyk12.org>; Buxton, Sheri A. <SBuxton@bluevalleyk12.org>; Wiles, Alli <AWiles@bluevalleyk12.org>; All District Principals <DDL-AllDistrictPrincipals@bluevalleyk12.org>
 Bcc: Schmidt, Mark R. <MRSchmidt@bluevalleyk12.org>

Building Nurses,

I hope the start of your school year is going well. Our first professional development day is Tuesday, Sept 3rd. This is a building essential day, so please check with your building administrators for education planned in your building. If you are able to join me for some education, I would love to have you. Nurses that need hearing training will be reporting to the Marooner room for education. (Those that need hearing training I have sent you a separate email).

Below is the tentative professional development (PD) schedule with the CEUs that will be awarded if you are in attendance. You must attend the entire scheduled education to receive CEUs. Please reach out if you have any questions.

Tuesday, Sept. 3rd: PD (Building Essential AM), High Plains Room at District Office * 1520 Metcalf, Overland Park, KS 66223

- 8:00am-9:00am: **Sierra Wright, MNH:** Johnson County Mental Health: *The New Drug Talk: Screening and Review of Local Opioid Trends* 1.0 CEU
- 9:30am-10:30am: **Karen Mulligan, LSCSW, LCSW:** Children's Mercy Hospital/Blue Valley School District. *"Psychological First Aid"* 1.0 CEU
- 10:30am-11:30am: **Monica Cattau, CFLE:** Education Program Director SUNFLOWER HOUSE. *"Child Abuse and Neglect Training for Mandated Reporters (with Abusive Head Trauma)"* 1.0 CEU

***We will have time after each presentation for questions.**

****Afternoon PD is in your respected buildings.**

Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. These course offerings are approved for 1.5 hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262.



Tara Asher

HEALTH SERVICES COORDINATOR

📞 913.624.2883

✉️ TAshe@bluevalleyk12.org

📍 7700 W 143rd St. | Overland Park, KS 66223

🖱️ www.bluevalleyk12.org

Reservation 108179 for Nurses Meeting

kaweldon02@bluevalleyk12.org <kaweldon02@bluevalleyk12.org>

on 8/19/2024 2:27 PM

From: Asher, Tara P. <TAsher@bluevalleyk12.org>

Cc: Weldon, Kylie A. <KAWeldon@bluevalleyk12.org>

1 attachments (7 KB)

Confirmation-108179.pdf;

FACILITY SCHEDULING
 Blue Valley School District
 15020 Metcalf
 Overland Park KS 66223
 Scheduling 913-239-4251, 239-4259, 239-4258
 Billing 913-239-4662

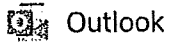
Confirmation

Group	Reservation: 108179
Tara Asher	Event Name: Nurses Meeting
BVSD Special Education	Status: Confirmed
15020 Metcalf	Phone: 913-239-4000
Overland Park, KS 66223	Email Address: tasher@bluevalleyk12.org
	Event Type: District Event

Bookings / Details	Quantity	Price	Amount
<u>Tuesday, September 3, 2024</u>			
8:00 AM - 12:00 PM Nurses Meeting (Confirmed) DO High Plains Conference Room			
Reserved: 7:00 AM - 1:00 PM			
Classroom for 45			

Blue Valley Schools - Education Beyond Expectations

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10/11 Professional Development-District Design

From Asher, Tara P. <TAsher@bluevalleyk12.org>
Date Mon 9/23/2024 2:15 PM
To All District Nurses <DDL-DistrictNurses@bluevalleyk12.org>
Cc Buxton, Sheri A. <SBuxton@bluevalleyk12.org>; Wiles, Alli <AWiles@bluevalleyk12.org>

Nurses,

All building nurses, below is the agenda for the 10/11:

October 11th District Essentials Professional Development: District Office, Board Room

- 8:00am-11:30am: Russ Tuttle; The Stop Trafficking Project/ Be Alert Strategy: "More Than Meets the Eye" (3 CEUs)
- PM: Home Building.

15020 Metcalf Ave., Overland Park, KS

*Nurse Para Educators/Health Service Aids are welcome to attend, please note: 10/11 is a non-paid/ non workday.

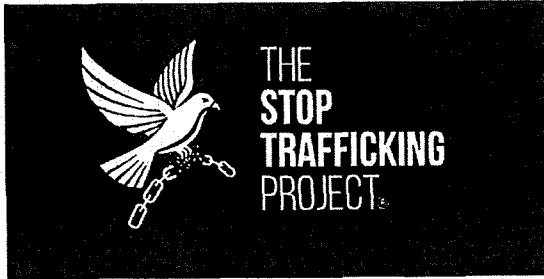
*The Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1 contact hour for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262



Tara Asher

HEALTH SERVICES COORDINATOR

913.624.2883
TAshe@bluevalleyk12.org
7700 W 143rd St. | Overland Park, KS 66223
www.bluevalleyk12.org



RUSS TUTTLE INSTRUCTOR BIO

Russ Tuttle is the president and founder of The Stop Trafficking Project®.

Russ uses his strengths of communication, leadership, team development, and compassion to combat the crisis of domestic minor sex trafficking (DMST).

The vision of The Stop Trafficking Project® is to end domestic minor sex trafficking before it starts by disrupting the exploitation of vulnerability. It is from this vision that the BeAlert® Strategy was developed.

The primary method of implementation of the BeAlert® Strategy is through presentations designed to 1) educate and empower students and 2) guide adults from awareness to action. A commitment to collaborate with trusted people and organizations has impacted more than 245,000 people of whom over 115,000 are students. The BeAlert® strategy has proven impact in a variety of settings.

Russ grew up for much of his childhood and teenage years in India. This created within him the drive to serve those who are unable to help themselves.

Russ brings over three decades of passion and experience in the not-for-profit world to The Stop Trafficking Project® team. In addition to presentations for students, he regularly provides professional training for The Missouri State Highway Patrol Interdiction for the Protection of Children (IPC), other Law Enforcement agencies in Kansas and Missouri, The Missouri School Board Association and their School Safety Academy, and various hospitals and clinics including but not limited to Children's Mercy Hospital, Saint Lukes, and North Kansas City Hospital. Russ is the primary communicator of the vision and mission of The Stop Trafficking Project®.



Tara (

HEALTH SERVICE

913.624.2883

TAsher@bluevalleyk12.org

7700 W 143rd

www.bluevalleyk12.org

From: Carol Moreland [KSBN] <carol.moreland@ks.gov>
Sent: Monday, February 3, 2025 2:27 PM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>
Subject: LTP Renewal application

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Tara,

I have reviewed your renewal application for your LTP. I think I am missing the following:

On Offering #1: The New Drug Talk: Screening & Review of Local Opioid Trends: the behavioral objectives and a current bibliography. It appears the offering was 60 mins in length and you awarded 1 CNE, correct?

On Offering #2: The Stop Trafficking Project: the offering agenda and a current bibliography.

If I overlooked this information, please let me know where to locate it. I will need this information by Monday, Feb 17th, so I can finalize your application. Thanks and let me know if you have questions.

Carol Moreland, MSN, RN
Executive Administrator
Kansas State Board of Nursing
900 SW Jackson, Suite 1051
Topeka, KS 66612
785-296-5752
Fax: 785-296-3929

The mission of the Board of Nursing is to assure the citizens of Kansas safe and competent practice by nurses and mental health technicians

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Blue Valley Schools - Education Beyond Expectations

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BVSD 9/3 PD-Health Services

Asher, Tara P. <TAsher@bluevalleyk12.org>

Sent: 8/21/2024 2:26 PM

All Elementary Nurses <DDL-ElemNurses@bluevalleyk12.org>; All HS Nurses <DDL-HighNurses@bluevalleyk12.org>; All MS Nurses <DDL-MiddleNurses@bluevalleyk12.org>
Cc: Steve, Nola <NSteve@bluevalleyk12.org>; Miller, Tara 03 <TMiller03@bluevalleyk12.org>; Mitchell, Rosalind E. <REMitchell@bluevalleyk12.org>; Buxton, Sheri A. <SBuxton@bluevalleyk12.org>; Wiles, Alli <AWiles@bluevalleyk12.org>; All District Principals <DDL-AllDistrictPrincipals@bluevalleyk12.org>
Bcc: Schmidt, Mark R. <MRSchmidt@bluevalleyk12.org>

Building Nurses,

I hope the start of your school year is going well. Our first professional development day is Tuesday, Sept 3rd. This is a building essential day, so please check with your building administrators for education planned in your building. If you are able to join me for some education, I would love to have you. Nurses that need hearing training will be reporting to the Marooner room for education. (Those that need hearing training I have sent you a separate email).

Below is the tentative professional development (PD) schedule with the CEUs that will be awarded if you are in attendance. You must attend the entire scheduled education to receive CEUs. Please reach out if you have any questions.

Tuesday, Sept. 3rd: PD (Building Essential AM), High Plains Room at District Office * 1520 Metcalf, Overland Park, KS 66223

- 8:00am-9:00am: **Sierra Wright, MNH:** Johnson County Mental Health: *The New Drug Talk: Screening and Review of Local Opioid Trends* 1.0 CEU
- 9:30am-10:30am: **Karen Mulligan, LSCSW, LCSW:** Children's Mercy Hospital/Blue Valley School District. *"Psychological First Aid"* 1.0 CEU
- 10:30am-11:30am: **Monica Cattau, CFLE:** Education Program Director SUNFLOWER HOUSE. *"Child Abuse and Neglect Training for Mandated Reporters (with Abusive Head Trauma)"* 1.0 CEU

*** We will have time after each presentation for questions.**

****Afternoon PD is in your respected buildings.**

Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. These course offerings are approved for 1.5 hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262.

8/21/24, 12:24 PM

Mail - Asher, Tara P. - Outlook

RE: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

Wright, Sierra, MNH <Sierra.Wright@jocogov.org>

Wed 8/21/2024 12:23 PM

To: Asher, Tara P. <TAsher@bluevalleyk12.org>

attachments (35 KB)

Objectives BV Presentation.docx; Sierra Wright 8-21-24.docx;

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Hi Tara,

Attached is the information requested. The title of the presentation will be, "The New Drug Talk: Screening and Review of Local Opioid Trends".

I also just wanted to clarify that I will go over the signs and symptoms of an overdose but will not be providing/discussing how to administer Naloxone. That is not a training that JCMHC provides. However, locally DCCCA does provide that demonstration.

Please let me know if you have any questions!

See you soon!

From: Asher, Tara P. <TAsher@bluevalleyk12.org>

Sent: Monday, August 19, 2024 4:06 PM

To: Wright, Sierra, MNH <Sierra.Wright@jocogov.org>

Subject: Re: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

*** The sender of this message could not be verified. Use caution when opening attachments, clicking links, or performing any actions requested in this message. ***

*** This email originated from outside the organization. Use caution when opening attachments, clicking links, or performing any actions requested in this message. ***

Hi Sierra,

We are excited to hear you present on Sept. 3rd at 8:00am. I have you down to present for an hour. I would like to offer the nurses some CEUs. If you can send me your CV, presentation title, objectives, and your bibliography/references I will get that ready to go. You will go to our High Plains room at the District Office. If you go to the doors behind the flagpole they will direct you where to go.

1234 District Office
15020 Metcalf Ave.
Overland Park, KS

Tara's cell # 913-731-5456



Tara Asher

HEALTH SERVICES COORDINATOR

913.624.2883

TAsher@bluevalleyk12.org

7700 W 143rd St. | Overland Park, KS

www.bluevalleyk12.org

8/21/24, 12:24 PM

Mail - Asher, Tara P. - Outlook

From: Wright, Sierra, MNH <Sierra.Wright@jocogov.org>
Sent: Tuesday, June 11, 2024 11:38 AM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>
Subject: RE: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Sounds good, thanks Tara!

From: Asher, Tara P. <TAsher@bluevalleyk12.org>
Sent: Tuesday, June 11, 2024 11:37 AM
To: Perales, Piiia, MNH <Piiia.Perales@jocogov.org>
Cc: Wright, Sierra, MNH <Sierra.Wright@jocogov.org>
Subject: Re: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

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*** This email originated from outside the organization. Use caution when opening attachments, clicking links, or performing any actions requested in this message. ***

Great news. I will reach out to get some information when we get closer to the event.

Tara Asher MSN RN
Health Services Coordinator
Blue Valley School District
7700 W. 143rd St.
Overland Park, KS 66223
(913) 624-2883



From: Perales, Piiia, MNH <Piiia.Perales@jocogov.org>
Sent: Tuesday, June 11, 2024 9:35 AM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>
Cc: Wright, Sierra, MNH <Sierra.Wright@jocogov.org>
Subject: RE: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Tara,

That date works for us, and Sierra will be there to present.
I have copied her on this email, so you have her contact information as well.

Thank you.

Piiia Perales
Administrative Assistant
Johnson County Mental Health Center
111 S. Cherry St., Suite 1400, Olathe, KS 66061
Direct: 913-715-7767 Office: 913-715-7880



[www.jocogov.org]www.jocogov.org | [twitter.com/jocogov]@jocogov | [facebook.com/jocogov]F/jocogov

From: Asher, Tara P. <TAsher@bluevalleyk12.org>
Sent: Tuesday, June 11, 2024 8:14 AM
To: Perales, Piiia, MNH <Piiia.Perales@jocogov.org>
Subject: Re: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

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*** This email originated from outside the organization. Use caution when opening attachments, clicking links, or performing any actions requested in this message. ***

Good Morning,

Just checking on this education. Will this date work?

Tara Asher MSN RN
Health Services Coordinator
Blue Valley School District
7700 W. 143rd St.
Overland Park, KS 66223
(913) 624-2883



From: Asher, Tara P. <TAsher@bluevalleyk12.org>
Sent: Thursday, June 6, 2024 9:04 AM
To: Perales, Piia, MNH <Piia.Perales@jocogov.org>
Subject: Re: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

Hello,

Yes, show documentary and provide education on Fentanyl poisoning to nurses.

Get Outlook for iOS

From: Perales, Piia, MNH <Piia.Perales@jocogov.org>
Sent: Thursday, June 6, 2024 8:49:55 AM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>
Subject: RE: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Good morning,

Are you wanting us to show the documentary and then provide info or provide a different presentation on Fentanyl education? Asking so we can direct it to the right people on our team.

Thank you

Piia Perales
Administrative Assistant
Johnson County Mental Health Center
111 S. Cherry St., Suite 1400, Olathe, KS 66061
Direct: 913-715-7767 Office: 913-715-7880



[www.jocogov.org]www.jocogov.org | [twitter.com/jocogov]@jocogov | [facebook.com/jocogov]F/jocogov

From: Tara Asher <noreply@formresponse.com>
Sent: Thursday, June 6, 2024 7:45 AM
To: Wright, Sierra, MNH <Sierra.Wright@jocogov.org>; Perales, Piia, MNH <Piia.Perales@jocogov.org>
Subject: Re: Presentation Request (MNH)(Substance Use Prevention) - Tara Asher

*** This email originated from outside the organization. Use caution when opening attachments, clicking links, or performing any actions requested in this message. ***

Presentation Request (MNH)

Name	Tara Asher
Phone Number	(913) 624-2883
Email	tasher@bluevalleyk12.org
Agency	Blue Valley School District

8/21/24, 12:24 PM

Mail - Asher, Tara P. - Outlook

Address	Street Address: 7700 W. 143rd St. City: Overland Park State: Kansas Zip Code: 66223
Request a specific presenter:	Sierra Wright
Subject Matter	Substance Use Prevention
Other Subject Matter	Fentanyl education, "New Drug Talk"
Regarding	Youth
Approximate audience size	55
Audience type	Adults
Date	09-03-2024
Time	08:00 AM - 09:30 AM (1:30)
Additional Information	Educate school nurses on Fentanyl overdoses: Why, how, and how to react and educate.

Blue Valley Schools - Education Beyond Expectations

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SIERRA L. WRIGHT, LMSW

Johnson County Mental Health Center

913-715-7791

sierra.wright@jocogov.org

EXPERIENCE

Johnson County Mental Health Center

Manager of Community Prevention, February 2023-present

- Supervise and provide support for a team of prevention coordinators who specialize in providing mental health promotion, suicide prevention and substance use prevention throughout Johnson County
- Serve as a member of the Johnson County Prevention and Recovery Coalition, Leadership Team
- Provide support, oversight and reporting on numerous grant funded positions and initiatives

Johnson County Mental Health Center

Children and Family Services, Team Leader/Clinician, February 2015-February 2023

- Supervise and provide support for team of clinicians who provide mental health services for youth and families dually involved in the juvenile justice system and mental health system
- Certified Functional Family Therapy (FFT) therapist and site coordinator, responsible for ensuring FFT therapists practice the FFT model with fidelity
- Serve as the liaison between JCMHC, Juvenile Corrections, and the Court

Johnson County Mental Health Center

Juvenile Detention Center Pediatric Clinician, May 2013-February 2015

- Assessed residents in the Juvenile Detention Center who are placed on Suicide Watch or Close Observation to determine the appropriate level of care and supervision needed to keep them safe
- Provided daily crisis intervention services to residents in the Juvenile Detention Center and when necessary complete acute hospitalization screens
- Provided mental health training to all new Johnson County Department of Corrections employees

The Regional Prevention Center of Johnson County

Prevention Specialist, April 2012- May 2013

- Provided substance abuse prevention presentations throughout Johnson County to educate students, teachers, parents, administrators and community members on the dangers of alcohol, tobacco and other drug use
- Facilitated group therapy sessions for youth and adults experiencing issues related to substance use (Olathe North sobriety groups, Adolescent Center for Treatment, and the Families and Schools Together program)
- Promoted comprehensive community planning for schools and communities using data-driven, research based and evidence-based practices
- Lead the Olathe Communities That Care group through the Strategic Prevention Framework to identify and implement effective substance abuse prevention strategies throughout the community of Olathe

LEADERSHIP EXPERIENCE

Kansas Law Enforcement Crisis Intervention Team Council Member, 2018-Present (Current Vice Chair)

- Work collaboratively with other members of the Council to problem solve issues related to individuals experiencing a mental health crisis and the criminal justice system
- Provide Training regarding ways to best support law enforcement interactions with individuals experiencing crisis

Blue Valley School District CEU Presentation

Course: The New Drug Talk, Screening and Review of Local Opioid Trends

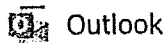
Presenter: Sierra Wright, LMSW

Date: 9-3-2024

22 Nurse participants and evaluations

	Excellent -1	Above Average-2	Average -3	Below Average -4	Poor - 5	Total
My overall rating of the course is:	21	1				22
Presenter(s) knowledge of the subject:	21	1				22
Organization of material:	21	1				22
Use of visuals/handouts:	21	1				22
Presentation style:	21	1				22
Held my interest:	21	1				22
Met objective #1: Provide an overview of the current opioid use trends within our county and state	21	1				22
Met objective #2: Discuss overview of opioid addictions throughout US history	21	1				22
Met objective #3: Review illicitly made fentanyl and other emerging trends	21	1				22
Met objective #4: Review and identify the signs of an overdose	21	1				22
Met objective #5: Introduce postvention opportunities for students and staff after an overdose	21	1				22
Met objective #6: Explore local coalition efforts and resources available	21	1				22
Met objective #7: Closing and Questions	21	1				22

Comments:
Profoundly important and relevant topic! Deeply grateful for your presentation and the opportunity to hear it, thank you! Well done! Very appreciated personally as a mother/grandmother and a professional RN, I learned alot!
Very powerful information
Thank you for all you do!
Excellent Presentation
powerful video
Very informative
Loved this talk - informative and engaging
loved the video



10/11 Professional Development-District Design

From Asher, Tara P. <TAshe@bluevalleyk12.org>
Date Mon 9/23/2024 2:15 PM
To All District Nurses <DDL-DistrictNurses@bluevalleyk12.org>
Cc Buxton, Sheri A. <SBuxton@bluevalleyk12.org>; Wiles, Alli <AWiles@bluevalleyk12.org>

Nurses,

All building nurses, below is the agenda for the 10/11:

October 11th District Essentials Professional Development: District Office, Board Room

- 8:00am-11:30am: Russ Tuttle; The Stop Trafficking Project/ Be Alert Strategy: "More Than Meets the Eye" (3 CEUs)
- PM: Home Building.

15020 Metcalf Ave., Overland Park, KS

*Nurse Para Educators/Health Service Aids are welcome to attend, please note: 10/11 is a non-paid/ non workday.

*The Blue Valley School District is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1 contact hour for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: KSBN LT 0174-0262



Tara Asher

HEALTH SERVICES COORDINATOR

913.624.2883
TAshe@bluevalleyk12.org
7700 W 143rd St. | Overland Park, KS 66223
www.bluevalleyk12.org



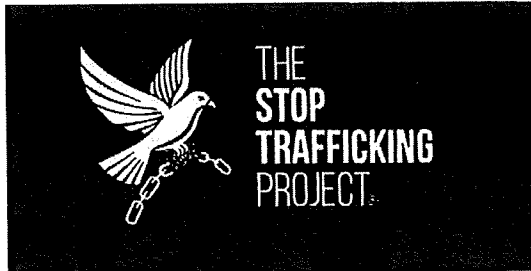
THE
STOP
TRAFFICKING
PROJECT.

BEALERT® PRESENTATIONS

FRI/October 11, 2024
Blue Valley K12 Schools / BVSD Health Services Education
Overland Park, KS



	"More Than Meets the Eye" Professional presentation for nursing staff 3 hours with breaks on the hour
Date	FRI/October 11
Time	8:00am - 11:00am
Location/Address	
Instructions: Where to park/enter building	
Contact person & cell number	
IT person & cell number	
How many adults do you anticipate?	
Anything else we need to know?	



RUSS TUTTLE INSTRUCTOR BIO

Russ Tuttle is the president and founder of The Stop Trafficking Project®.

Russ uses his strengths of communication, leadership, team development, and compassion to combat the crisis of domestic minor sex trafficking (DMST).

The vision of The Stop Trafficking Project® is to end domestic minor sex trafficking before it starts by disrupting the exploitation of vulnerability. It is from this vision that the BeAlert® Strategy was developed.

The primary method of implementation of the BeAlert® Strategy is through presentations designed to 1) educate and empower students and 2) guide adults from awareness to action. A commitment to collaborate with trusted people and organizations has impacted more than 245,000 people of whom over 115,000 are students. The BeAlert® strategy has proven impact in a variety of settings.

Russ grew up for much of his childhood and teenage years in India. This created within him the drive to serve those who are unable to help themselves.

Russ brings over three decades of passion and experience in the not-for-profit world to The Stop Trafficking Project® team. In addition to presentations for students, he regularly provides professional training for The Missouri State Highway Patrol Interdiction for the Protection of Children (IPC), other Law Enforcement agencies in Kansas and Missouri, The Missouri School Board Association and their School Safety Academy, and various hospitals and clinics including but not limited to Children's Mercy Hospital, Saint Lukes, and North Kansas City Hospital. Russ is the primary communicator of the vision and mission of The Stop Trafficking Project®.

RE: TSTP / BVSD Health Services Education / October 11, 2024

Ronda Mills <ronda@stoptraffickingproject.com>

Wed 6/19/2024 8:55 PM

To: Asher, Tara P. <TAsher@bluevalleyk12.org>

Cc: Russ Tuttle <russ@stoptraffickingproject.com>

📎 2 attachments (2 MB)

Russ Tuttle Instructor Bio for TSTP Professional Training.pdf; Russ Tuttle TSTP promo photo.jpg;

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Hello Tara,

It is our pleasure to partner with you to provide our BeAlert® "More Than Meets the Eye" professional training for your nursing staff on October 11, 2024! It is my understanding that the training will be held from 8:00am – 11:00am as a three-hour training with breaks each hour on the hour.

Here are some additional details you will need to know:

Title: More Than Meets the Eye!

Description: Technology is not the enemy. But the reality is that our kids' vulnerabilities can and are being exploited online. The worst-case scenarios have led to the crime of domestic minor sex trafficking (DMST). This presentation is designed to impact your personal and professional life. An appropriate image and three words have the power to change your perspective. Together we will become increasingly educated and empowered for the sake of students we care about.

Two Behavioral Objectives:

1. Educate regarding some harsh realities
2. Empower to make a difference

AV equipment:

Equipment required to offer the best presentations possible:

- All presentations utilize a **fast-paced PowerPoint presentation with videos embedded** which he uses from **his own computer**. Our Dell or Mac have HDMI but sometimes venues also use the headphone jack for sound into a sound system. No WiFi is necessary.
- All presentations require **good audio and visual** equipment. Russ will run the presentation using a Logitech remote, which he will bring.
- **A speaking mic** is required to save strain on his voice and for everyone to hear clearly.
- **Large screens** are required as participants' attentions will be on the fast-paced presentation.
- **An on-site technical person** is required to assist with set up and to be present during the entire presentation in the event of any technical issues. Prior to the event, please provide the person's name and cell number.

Overland Park, KS 66223
(913) 624-2883



From: Russ Tuttle <russ@stoptraffickingproject.com>
Sent: Thursday, June 6, 2024 12:57 PM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>; Ronda Mills <ronda@stoptraffickingproject.com>
Subject: RE: TSTP / BVSD Health Services Education / October 11, 2024

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

I'll be there and will provide three hours of content with breaks every hour on the hour. Does that work?
We will figure out money. Ronda will work out logistics with you! 😊
Russ

From: Asher, Tara P. <TAsher@bluevalleyk12.org>
Sent: Thursday, June 6, 2024 11:37 AM
To: Ronda Mills <ronda@stoptraffickingproject.com>
Cc: Russ Tuttle <russ@stoptraffickingproject.com>
Subject: Re: TSTP / BVSD Health Services Education / October 11, 2024

Ronda and Russ,

Thanks for your response and help. The school district does not have funds in our education budget for this year. If you have some resources, we can provide our nurses to help educate them. We would enjoy having you, but really appreciate the work you are doing.

Tara Asher MSN RN
Health Services Coordinator
Blue Valley School District
7700 W. 143rd St.
Overland Park, KS 66223
(913) 624-2883



From: Ronda Mills <ronda@stoptraffickingproject.com>
Sent: Thursday, June 6, 2024 1:36 AM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>

9/6/24, 11:15 AM

Mail - Asher, Tara P. - Outlook

Cc: Russ Tuttle <russ@stoptraffickingproject.com>
Subject: TSTP / BVSD Health Services Education / October 11, 2024

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

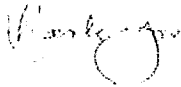
Hello Tara,

Thank you for this opportunity for Russ to bring his professional "More Than Meets the Eye" presentation to your building nurses. In looking at the calendar, Russ is available on Friday, October 11, 2024, at 8:00 a.m.

Our Board has recently set fees for professional presentations at \$1,000 per hour. If that's a deal breaker, we will continue to assist trusted and existing relationships, like we have with you, but if there is any way that Blue Valley or sponsors could find the funds that would be truly helpful.

His presentation for medical professionals can be tailored to fit your needs and time requirements, and it would be an honor to bring this training to your staff.

Please let me know if you have any questions or if you would like to schedule this date.



Ronda Mills
Project Manager



[\[thestoptraffickingproject.com\]](http://thestoptraffickingproject.com) thestoptraffickingproject.com

Ronda Mills

Project Manager

425.210.6717

ronda@stoptraffickingproject.com

PO BOX 3462, SHAWNEE, KS, 66203-9998

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From: Russ Tuttle <russ@stoptraffickingproject.com>
Sent: Wednesday, June 5, 2024 8:58 PM
To: Asher, Tara P. <TAsher@bluevalleyk12.org>
Cc: Ronda Mills <ronda@stoptraffickingproject.com>
Subject: RE: BVSD Health Services Education

Hello Tara,

It's nice to hear from you! It's been a few years. All is well here but extremely busy, which is good and bad. It's good we are being recognized as making a huge impact in this crisis and it's bad that we are even needed! Life online has gotten even worse than when I last presented for your team.

I'm copying Ronda Mills, Project Manager, as she keeps the calendar organized. We are working to coordinate several communities in Michigan, as result of a recent Homeland Security presentation I did in that state. I do believe that Friday October 11 might be available for you at 8:00 a.m. though. However, I'll let Ronda manage that to be sure as there may be communication from Michigan schools/communities I've not yet seen.

If it works out, how much time do you anticipate I will have? Do you have a budget for this? With all the requests we get now our board has had to reign me in on giving everything away for free! Ha.

Please reply all to this email so Ronda is in the loop.

Grateful,

Russ



[\[thestoptraffickingproject.com\]thestoptraffickingproject.com](http://thestoptraffickingproject.com)

RUSS TUTTLE

Founder and President

913.940.3438

russ@stoptraffickingproject.com

PO BOX 3462, SHAWNEE, KS, 66203-9998

tpx

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From: Asher, Tara P. <TAsher@bluevalleyk12.org>
Sent: Tuesday, June 4, 2024 9:46 AM
To: Russ Tuttle <russ@stoptraffickingproject.com>
Subject: BVSD Health Services Education

Hello Russ,

I hope you are well. I am reaching out in hopes you can provide some education to our building nurses on trafficking. We have a lot of new staff and I would like to make them aware of sex trafficking looks like and how we can help. Are you available to provide a presentation on October 11th at 8:00am?

Tara Asher MSN RN

Health Services Coordinator
Blue Valley School District
7700 W. 143rd St.
Overland Park, KS 66223
(913) 624-2883



Blue Valley Schools - Education Beyond Expectations

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Certificate of Completion

Continuing Nurse Education credit

This is to certify
Blue Valley School District Nurse
KS Nursing License No.
is awarded three (3.0) contact hours for completing

“More Than Meets the Eye”

On October 11th, 2024
Blue Valley School District #229
15020 Metcalf, Overland Park, Kansas 66223

_____ Independent Study

_____ Instructor Hours

_____ 3.0 Contact Hours



Blue Valley Schools
Department of Student Services
KSBN Provider Number: LT0174-0262

Dated this 11th day of October 2024

A handwritten signature in black ink, appearing to read "Tara Asher MSN RN".

Tara Asher, MSN, R. N.
District Continuing Nurse Education Coordinator

Blue Valley School District CEU Presentation

Course: More Than Meets the Eye

Presenter: Russ Tuttle

Date: 10-11-24

37 Nurse participants and evaluations

	Excellent -1	Above Average-2	Average -3	Below Average -4	Poor - 5	Total
My overall rating of the course is:	36	1				37
Presenter(s) knowledge of the subject:	37					37
Organization of material:	37					37
Use of visuals/handouts:	37					37
Presentation style:	37					37
Held my interest:	37					37
Met objective #1: educate regarding some harsh realities	37					37
Met objective #2: empower to make a difference	36	1				37
Comments:						
Amazing!						
Well done						
Amazing, you are my hero!						
incredibly insightful and powerful						
Wow, so impactful						
very helpful, so informative and so important						
I learned alot!						
Excellent info						
BV Parents need this information						
Absolutely fabulous talk. Informative and captivating. Love the work you do!						
Please come back! Keep us updated on the latest trends. Thank you for helping us keep kids safe!						
Amazing presentation! I learned alot, a very important topic. Our middle school students need to hear this						
This was extremely eye opening! Thank you so much for spreading awareness and protecting our kids!						
Best, most relevant presentation we have ever had!						
Great presentation, very enlightening. I wish Russ could speak at all of our schools.						
Truthfully, I think that a bit more of allotted time to unpack the "what do we do" of the topic. All so good and powerful. Feeels sad and overwhelming.						
What are my action steps to leave with right now? That would be amazing!						

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Greater Kansas City Chapter of NAPNAP LT 0203-0505 Renewal

Name of Program Coordinator: Tammie Wingert, MSN, RN, CPNP

Date Received: 1/8/25

Date to CNE Committee: March 2025

_____ **Approved**

_____ **Not Approved:** _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Tammie Wingert	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ” 	X	
<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of 	X	

the individual responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117		
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	No inclusive years included	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		X
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		X

<ul style="list-style-type: none"> The participant's name and license number, and the number of contact hours awarded 		X
<ul style="list-style-type: none"> The title of the offering 		X
<ul style="list-style-type: none"> The date on which the offering was completed 		X
<ul style="list-style-type: none"> Either the completion of a posttest or a return demonstration 		X
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
<ul style="list-style-type: none"> The provider's name, address and provider number 	X	
<ul style="list-style-type: none"> The title of the offering 	X	
<ul style="list-style-type: none"> The date or dates of attendance or completion 	X	
<ul style="list-style-type: none"> The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded 	X	
<ul style="list-style-type: none"> The signature of the individual responsible for the providership 	X	
<ul style="list-style-type: none"> The name and license number of the participant 	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
<ul style="list-style-type: none"> A summary of the planning 	X	
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	
<ul style="list-style-type: none"> The title and objectives 	X	
<ul style="list-style-type: none"> The offering agenda or, for independent study, pilot test results 	X	
<ul style="list-style-type: none"> A bibliography 	X	
<ul style="list-style-type: none"> A summary of the participants' evaluations 	X	
<ul style="list-style-type: none"> Each instructor's education and experiences 	X	
<ul style="list-style-type: none"> Documentation to verify completion of the offering 	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		

The provider shall submit two proposed offerings, including the following:	#1 Trends and Updates in COVID-19 and Influenza	#2 Neurologic and Neurodevelopmental Implication in Congenital Heart Disease
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Renewal application reviewed and checklist completed by Carol Moreland 2/24/25

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Initial Application: Renewal:

Name of Provider: Greater Kansas City Chapter of NAPNAP

Provider Number (For Renewal): LT0203-0505

Legal Body (If different from provider):

Address of Provider: 6220 W 61st Street Mission, KS 66202

Telephone: 816-304-5663

Email: twingert@cmh.edu

Program Coordinator (RN): Tammie Wingert, MSN, RN, CPNP

Date (mm/dd/yyyy): 01/08/2025

Name of Provider: Greater Kansas City Chapter of NAPNAP

Provider Number: LT0203-0505

Legal Body: NAPNAP

Program Coordinator: Tammie Wingert, MSN, RN, CPNP

Address of Provider: 6220 W. 61st Street, Mission, KS 66202

Telephone: 816-304-5663

Email: twingert@cmh.edu

Created: 02-05-2020

Revised 12/30/2024

Policies and Procedures Related to CNE

Assessing Need and Planning CNE

Our goal is to enhance the health of the public in the Greater Kansas City area by bringing current and up-to-date, evidence-based information related to the care of children and advanced nursing practice. We always intend to offer 2-3 educational programs a year offering 1 to 4 CNE each depending on the specific event. At the beginning of each professional year, the entire board, including the Education Committee, meets to identify goals for the coming year. The process to insure we are providing quality programs that meet the needs of our attends is multi-faceted. First, we review all previous offering to insure we don't repeat content. We also review the evaluations of the previous offerings in an effort to recognize what was well received and could be complemented with further similar offerings and what didn't work and should be avoided.

We ask that our members fill out a survey about our speakers and their presentations after every educational offering. We include a space for members to provide ideas for speakers and topics they would be interested in for the future educational offerings. We also send a periodic needs survey to our members annually. We also consider our professional association's goals for learning the year and make special efforts to include these topics of interest at the local level as well. Recent areas of special interest have focused on obesity, human sex trafficking, opioid misuse and vaping. Additionally, we encourage informal comments from NAPNAP members to program chairs and board members in planning of our offerings.

Process for Fee Assessment

Membership dues are paid annually to the national organization of NAPNAP and distributed to each individual chapter. We charge a discounted fee for members and full fee for non-members for each educational opportunity which is used for venue and speaker fees.

We use an electronic means of payment for our educational opportunities through PayPal. This has worked out well for us and our members. Fees are based on membership and cost of the program provided. We do provide refunds if written or verbal notification is received 72 hours prior to the

offering. There are no refunds for “no-shows” or cancellations less than 72 hours in advance. Extenuating circumstances are evaluated on a case by case basis. If insufficient funds are received, an additional fee will be collected during sign-in on the night of the program.

Process of Advertisements and Announcements

Educational program offerings are emailed to membership and previous, non-member attendants via an electronic brochure copy. Electronic communication has become both the Greater Kansas City NAPNAP Chapter and the National NAPNAP organization's main mode of communication recently. Monthly announcements are provided via our website as well as when important news must be shared. We also put out quarterly newsletter for our members. Members register for national membership electronically and contact information for local chapter members, including email addresses, are sent to the local chapter's membership chairperson. Electronic announcements are also placed on our Chapter website and sent to local schools of nursing as well. Every effort is made to send out the announcements 6-8 weeks prior to the date of the offering if possible. We also communicate with our members regarding upcoming educational offerings through our Facebook and Twitter accounts.

All CE events are advertised in an electronic format. Emails will be distributed to all nurse practitioners at Children’s Mercy Hospitals advertising the event. Electronic posts will also be placed on the Greater KC Chapter of NAPNAP’s website. This automatically distributes an email to members containing the information for the event. A similar post is also placed on the national NAPNAP website with information regarding the event.

All advertisements contain the following verbiage: “The Greater Kansas City Chapter of NAPNAP is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for _ contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing Provider Number: LT0203– 0505”

Process for Coordinator Changes

The program coordinator will change every two years. It will be the responsibility of the outgoing coordinator to provide KSBN with the name and contact information for the new coordinator. This information will accompany the annual report summary. The new program coordinator will be responsible to submit an updated curriculum vitae. The coordinator will notify the KSBN of all relevant policy changes. This information will be included in the organization's report summaries and Total Program Evaluations or within 30 days, whichever comes sooner

Process of Offering Approval

Topics are selected based on membership needs. Instructors selected for educational program offerings must have demonstrated expertise in the field of interest. They include advanced practice nurses, physicians, attorneys, social workers, psychologists, and others who have knowledge related to care of children and youth. Speakers must also have experience in teaching continuing education or other types of courses using a variety of teaching methods. Recommendations are sought from the membership, colleagues, and others. Program content is up-to-date and evidence based. Objectives include information on prevention, education, treatment, and follow-up related to the pertinent topic being discussed. The objectives must be obtained and reviewed by the CE Chair prior to the presentation to ensure that they are applicable to the membership. The content of the presentation must meet criteria established for CNE in KSA 65-1117.

All instructors are asked to provide a current curriculum vitae. This must be obtained and reviewed by the CE Chair prior to the presentation to ensure that the presenter has the expertise, education, and knowledge to present on the content area.

A bibliography must be included with the presentation. This must be obtained and reviewed by the CE Chair prior to the presentation to ensure that the resources utilized are appropriate and current.

At the conclusion of the program, all participants are asked to complete a program evaluation to assess to the following: achievement of each objective, presenter expertise, and the overall learning environment.

The speaker's CV, learning objectives, presentation, and evaluation results will be maintained in an electronic format for at least 5 years. The documents are maintained on a secure server. The only person that has access to these documents is the Chapter CEU Coordinator.

Process of Awarding Contact Hours

Upon completion of the educational program offering, participants are provided with the information on how to obtain their Certificate of Attendance. Participants must go on-line and complete the evaluation of the program in order to receive their CNE document. Requiring participants to complete an online survey evaluation has significantly increased feedback on our programs. Upon completion of the survey, the CNE document pops up and may be printed by the participant. Participants must attend the entire program in order to receive full credit. The majority of our program offerings are two contact hours. Participants may receive credit for one contact hour, but do not attend the entire program offering. No fractions of contact hours are provided. The course instructor will receive twice the CNE being offered for the presentation. We do not offer independent study credit, pilot tester credit, or credit for clinical hours.

Course Evaluation

- The course evaluation will contain the following components:
 - o Learning objectives will be listed individually for evaluation
 - o The speaker's knowledge of the content area
 - o The overall interest level of the topic presented
 - o The program's ability to meet educational needs

Continuing Education Certificates

- A Certificate of Attendance will be provided to all participants either physically or electronically once the program evaluation has been completed.
- The Certificate of Attendance will be provided by the Greater Kansas City Chapter of NAPNAP. This information will be provided on the certificate. The name, contact information, and signature of the CE Chair will also be provided on the certificate.
- The Certificate of Attendance will contain the title of the presentation, speaker's name and credentials, the date of the offering, and the time of the offering.
- The certificate will contain the name of the participant and a space to provide the KS BON license number.
- The certificate will contain the number of contact hours awarded.

Process of Verifying Participation and Completion of Offering

At the program offering, participants must sign the attendance roster. The roster includes the provider's name, address, provider number, and coordinator's name; date and title of the offering and the presenter's name; the participant's name, address place of employment, license number, number of contact hours, and initials. Upon completion of the offering, we send an electronic survey via SurveyMonkey for our participants to fill out. Once they have completed the survey, they will receive their electronic Certificate of Attendance. The certificate includes: our name,

address, and provider number; the number of contact hours awarded, the name and license number of participants and the signature of program coordinator and president.

Evaluation of Effectiveness

Yearly, the program coordinator(s) analyze the outcomes of the overall CNE program to evaluate the program's effectiveness. The evaluations guide the decision making process regarding changes needed to better meet the goals of the organization while fulfilling the definition of CNE. Additionally, evaluating for immediate change needs will be done by the program coordinator when compiling the evaluation summary after each program. In addition, this will be discussed at quarterly board meetings.

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

Signature: Tammie Wingert, MSN, RN, CPNP, ACH Date: 01/08/2025

Tammie L. Wingert, RN, MSN, CPN, CPNP, AQH
Pediatric Nurse Practitioner III
Children's Mercy Hospitals & Clinics
Division of Child Neurology – Section of Headaches
2401 Gillham Road
Kansas City, MO 64108
(816) 234-3490
twingert@cmh.edu

EDUCATION

University of Missouri at Kansas City – Kansas City, Missouri
Master of Science in Nursing – Pediatric Nurse Practitioner track
Graduation date: May 2015

St. Luke's College – Kansas City, Missouri
Bachelor of Science in Nursing
Graduation date: May 2006

University of Missouri at Columbia – Columbia, Missouri
Bachelor of Science in Human Development and Family Studies
Graduation date: December 1998

LICENSURES

- APRN – Missouri – 2015022740
 - APRN – Kansas – 76810
 - RN - Kansas – 14-103763-072
-

NATIONAL CERTIFICATIONS

- Certificate of Added Qualification in Headache Medicine
 - Certified Pediatric Nurse Practitioner
 - Certified Pediatric Nurse
-

PROFESSIONAL EXPERIENCE

June 2015 to present	Children's Mercy Hospitals & Clinics Nurse Practitioner – Neurology – Section of Headache Comprehensive, evidence-based care is provided to pediatric Patients. Physiologic and psychosocial needs of patients experiencing headaches or concussions are addressed using traditional medicine, acupuncture and other complimentary methods.
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July 2012 to June 2015	Children's Mercy Hospitals & Clinics Staff Nurse – Urgent Care East
February 2007 to July 2012	Children's Mercy Hospitals & Clinics Staff Nurse – Section of Child Abuse & Neglect
June 2006 to February 2007	Children's Mercy Hospitals & Clinics Staff Nurse – Pediatric ICU
April 2000 to June 2006	Children's Mercy Hospitals & Clinics Child Life Specialist II

PROFESSIONAL AFFILIATIONS

- American Headache Society
- American Academy of Neurology
- National Headache Foundation
- National Association of Pediatric Nurse Practitioners
- Greater Kansas City Chapter of NAPNAP

PUBLICATIONS

- Connelly M, Bickel J, Wingert T, & Galemore, C. The Headache Action Plan Project for Youth (HAPPY): school nurses as facilitators of system change in pediatric migraine care. (2018). *NASN School Nurse*, 33(1), 40-47.
- Esparham, A., Herbert, A., Pierzchalski, E., Tran, C., Dilts, J., Boorigie, M., Wingert, T, Connelly, M., & Bickel, J. (2018). Pediatric headache clinic model: Implementation of integrative therapies in practice. *Children*, 5(6), 74-84.

TEXT REVIEW

- Constantino, R., Crane, P., & Young, S. (2013). *Forensic Nursing: Evidence-Based Principles & Practice*. Philadelphia, PA: F.A. Davis Company.

PRESENTATIONS

December 2024	Management of Headaches in the School Setting Lee's Summit School District Nurses	Virtual
October 2024	Neuroscience of Headaches UMKC Physician Assistant Program	Kansas City, MO
November 2021	The Diagnosis & Management of Pediatric Headaches Greater Kansas City Chapter of NAPNAP	Virtual

May 2019	Neuroscience of Headaches UMKC Physician Assistant Program	Kansas City, MO
April 2018	Headaches & Child Abuse 12 th Annual Missouri Valley Child Neurology Colloquium	St. Louis, MO
December 2016	Management of Headaches in the School Environment Frontier Trail Middle School	Olathe, KS

RESEARCH

2020-present **Amgen**
This is a drug trial examining the safety and efficacy of Aimovig in children and adolescents.

2020-present **Occipital Nerve Block Injections**
As the primary investigator on this retrospective chart review, my responsibilities included creating the protocol and IRB submission. This project is evaluating the efficacy of occipital nerve block injections in pediatric migraine. This project is currently in the data collection phase.

2014-2017 **Pfizer**
“Headache Action Plan Project for Youth: System Change through School-Facilitated Intervention”
Co-Investigator

The goal of this project was to establish a generalizable framework to be utilized within community schools. A dedicated web portal (www.headachereliefguide.com) was designed to provide education to medical professionals and families on migraine headaches. Education was provided to school nurses and students on the early identification of migraine headaches and useful resources for preventing headaches.

LEADERSHIP

2020-present Continuing Education Chair
Greater Kansas City Chapter of NAPNAP

Record Keeping Policy

All continuing education content will be maintained on a secure electronic server. The Chapter CUE Coordinator shall be the only individual with access to this data. The following items will be maintained on this server for a minimum of 5 years:

- Speaker's CV
- Learning Objectives
- Program advertisement
- Program presentation
- Evaluation
- Evaluation results
- Continuing education certificate

Total Program Evaluation Plan

Program Goals

- The goal is to offer meaningful continuing education opportunities to our membership. This is ensured by evaluating each offering to ensure that objectives were clearly met.

Evaluation Questions

- Following each educational offering, an evaluation will be sent to participants via Survey Monkey.
- Each evaluation will contain, at minimum, the following questions:
 - o Learning objectives were met
 - o Usefulness of the program to the participant's practice
 - o Knowledge of the speaker in the content area
 - o Disclosure of relevant relationships

Data Collection Methods

- Completed evaluations are gathered via Survey Monkey
- Answers and data are reviewed following each educational offering

Stakeholder Engagement

- The stakeholders are the members of the Greater Kansas City Chapter of NAPNAP
- A survey is distributed via Survey Monkey annually assessing educational needs and possible topics for educational offerings
- The answers from this survey are reviewed by the CEU Coordinator and content experts are contacted to provide educational offerings

Presenter: Christine Symes

Title: Trends & Updates in COVID-19 and Influenza

Objectives:

- Review most recent CDC quarantine and isolation guidelines for COVID-19
- Review most recent CDC recommendations for return to work after COVID-19 infection for health care workers
- Understand current testing options for COVID-19
- Review current statistics of COVID-19 infections
- Review current statistics for influenza

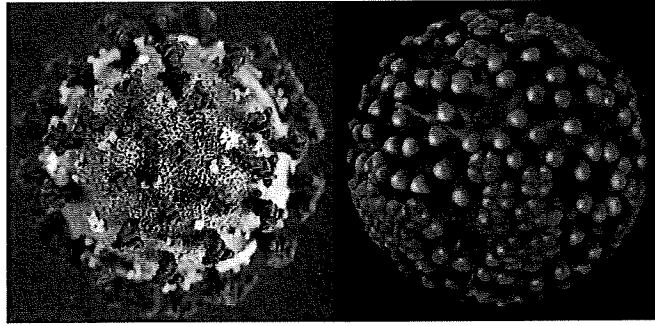
Summary of Planning

February 2021

Tammie Wingert - Continuing Education Coordinator

The Greater Kansas City Chapter of NAPNAP Board initially brainstormed the idea for this topic at our November 2020 meeting. Due to the ever-changing COVID-19 pandemic, current information on this topic was relevant to our members. I reached out to two nurse practitioners in the Infections Disease Clinic at Children's Mercy Hospital regarding providing this presentation. The presentation was going to be a virtual lunch and learn format as live presentations are not currently acceptable during the pandemic. The presentation was scheduled for February 2, 2021 from 1200-1300. The speakers were asked to prepare a one hour presentation on the topic.

Our members signed up for the event via Eventbrite. The educational offering was advertised on the Greater KC Chapter of NAPNAP website. The flyer was also emailed to all nurse practitioners and physician assistants at Children's Mercy Hospital. The lunch and learn was free of charge to all participants. We had 37 participants for this event. Our members were emailed with links to a SurveyMonkey survey, and they received a certificate for their CEUs after completion of the survey. This appeared after the CEU survey was complete for them to print out for their records.



Please join us virtually on
Tuesday, 2/2/21, from 12-1 for

Trends & Updates in COVID-19 and Influenza

Presented by Christine Symes, MSN, RN, APRN & Gina
Weddle, DNP, RN, CPNP-AC/PC

Hosted by the Greater KC Chapter of NAPNAP

1 hours of CEU is available for this through the KSBON

Please email Tammie Wingert (twingert@cmh.edu) with
any questions.

The Greater KC Chapter of NAPNAP is approved as a provider of continuing nursing education
by the Kansas State Board of Nursing. This course offering is approved for 1 contact hours
applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number:
LT0203– 0505

Curriculum Vitae
Gina M. Weddle, DNP, RN, CPNP AC-PC

Personal Data: 913-226-4586
gweddle@cmh.edu (work e-mail)
gmweddle@gmail.com (home email)

Academic and Professional Education:

2010-2011	University of Missouri, Kansas City Doctorate of Nursing Practice
1995-1996	University of Missouri, Kansas City Post-Masters education; Pediatric Nurse Practitioner
1992-1995	University of Kansas Masters of Science in Nursing Specialty: Pediatrics
1986-1990	University of Kansas Bachelor of Science in Nursing

Certifications:

2000-Present	Advanced Registered Nurse Practitioner Acute care and Primary Care Certified Kansas State Board of Nursing
1997-Present	Advanced Practice Nurse Recognition Missouri State Board of Nursing
1996-Present	Certified Pediatric Nurse Practitioner National Association of Pediatric Nurse Practitioners
1993-2010	Pediatric Advanced Life Support Instructor
1991-2010	Pediatric Advanced Life Support Provider
1990-Present	Registered Nurse: Missouri
1990-Present	Registered Nurse: Kansas

Professional Experience:

1989-Present	Children's Mercy Hospital Current Position: Director Advanced Professional Practice and Infectious Disease PNP both inpatient and outpatient. Previous positions: Acute Care PNP with Hospitalist service, Emergency Medicine PNP, Surgery PNP. Additionally, was staff nurse in post-anesthesia care unit and the pediatric intensive care unit. Lastly was a care assistant on the infant and toddler floor as a senior nursing student.
1998-2006	Clinical Instructor University of Kansas School of Nursing Responsibilities: Clinical instructor for undergraduate nursing students in foundations and pediatric rotations.

Membership:

2018-present	Missouri Nurses Association Advocacy committee member
2016-present	American Nurses Association

2016-present	Kansas State Board of Nursing
2016-present	American Organization of Nurse Executives
2016-present	Advanced Practice Provider Executives
2012-present	Infectious Disease Society of America
2011-present	Pediatric Infectious Disease Society
2011-present	Society for Healthcare Epidemiology
2003-2009	American Academy of Pediatrics
1997-2004	American Pediatric Surgical Nurses Association
1996-Present	National Association of Pediatric Nurse Practitioners
	National member and Kansas City Chapter member

Honors:

2014	Rose Award: The ROSE (Recognizing Outstanding Service Excellence) program offers families and individuals an opportunity to make a gift and recognize employees and volunteers who provide excellent service during a child's visit to Children's Mercy
2006	National Association of Pediatric Nurse Practitioner item writer for primary care exam
1990	Sigma Theta Tau: International Honor Society of Nursing

Publications:

- Campbell, A., Ogokeh, C., Lively, J., Staat, M., Selvarangan, R., Halasa, N., Englund, J., Boom, J., Weinberg, G., Williams, J., McNeal, m., Harrison, C., Steward, L., Klein, E., Sahni, L., Szilagyi, P., Michaels, M., Hickey, R., Moffatt, M., Pahud, B., Schuster, J., **Weddle, G.**, & Rha, B. (2020) Vaccine effectiveness against pediatric influenza hospitalizations and emergency visits. *Pediatrics*, Oct 5:e20201368. doi: 10.1542/peds.2020-1368. Online ahead of print.
- Rha, B., Lively, J., Englund, J., Staat, M., Weinberg, G., Selvarangan, R., Halasa, N., Williams, J., Boom, J., Sahni, L., Michaels, M., Stewart, L., Harrison, C., Szilagyi, P., McNeal, M., Klein, E., Strelitz, B., Lancombe, K., Schlaudecker, E., Moffatt, M., Schuster, J., Pahud, B., **Weddle, G.**, Hickey, R., Avadhanula, V., Wikswo, M., Hall, A., Curns, A., Gerber, S., Langley, G. (2020). SARS-CoV-2 infections in children- multi-center surveillance, United States, January-March 2020. *Journal of Pediatric Infectious Diseases Society*, June 18, online ahead of print.
- Rha, B., Curns, A., Lively, J., Campbell, A., Englund, J., Boom, J., Azimi, P., Weinberg, G., Staat, M., Selvarangan, R., Halasa, N., McNeal, M., Klein, E., Harrison, C., Williams, J., Szilagyi, P., Singer, M., Shani, L., Figueroa-Downing, D., McDaniel, D., Prill, M., Whitaker, B., Stewart, L., Schuster, J., Pahud, B., **Weddle, G.**, Avadhanula, V., Munoz, F., Piedra, P., Payne, D., Langley, G., Gerber, S. (2020). Respiratory syncytial virus-associated hospitalization among young children: 2015-2016. *Pediatrics*, 45(1).
- Monsees, E., Wirtz, A., Myers, A., Day, C., El Feghaly, R., Lee, B., Purandare, A., **Weddle, G.**, Goldman, J. (2019). Antimicrobial stewardship: on board with lean daily management systems. *Open Forum Infectious Diseases*, 6(2).
- Burns, A., Wirtz, A., **Weddle, G.**, Frank, T., Ogden, R., O'Neal, B., Goldman, J. (2019). Mandatory antimicrobial duration at the time of computerized

- physician order entry: what's the harm? *Open Forum Infectious Diseases*, 5(5).
- Goldman, J., Yu, D., Newland, J., Jackson, MA., **Weddle, G.**, Mcculloh, R., Myers, A., Day, J., Lee, B. (2018). Antimicrobial stewardship in high risk pediatric patients. *Open Forum Infectious Diseases*, 5(1).
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- Monsees, E. Wirtz, A., Myers, A., Burns, A., El Feghaly, R., Lee, B., Purandare, A., **Weddle, G.**, & Goldman, J. Antimicrobial stewardship “on board” with Lean daily management systems. Infectious Disease Society of America Annual Meeting 2019 Washington, DC.
- Goldman, J., Price, M., Yu, D., Newland, J., Jackson, M., **Weddle, G.**, McCulloh, R., Myers, A., Day, J., & Lee, B. Treatment of tracheitis and antimicrobial stewardship interventions. Infectious Disease Society of America Annual Meeting 2018 San Francisco, California.
- Goldman, J., Yu, D., Newland, J., Jackson, M., **Weddle, G.**, McCulloh, R., Myers, A., Day, J., & Lee, B. Antimicrobial stewardship in high risk pediatric patients. Infectious Disease Society of America Annual Meeting 2018 San Francisco
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- Weddle, G.** & Jackson, MA. Parental Satisfaction with Vaccination Services. Infectious Disease Society of America 2012 Annual Meeting San Diego, California.

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- Weddle, G.**, Garrett, J., Cox, K., & Jackson MA. Mandatory Masking (MM) for Healthcare Personnel (HCP) At Risk for Influenza. Pediatric Academic Society Conference 2011 Denver, Colorado.
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- Day, JC., **Weddle, G.**, Selvarangan, R., & Jackson, MA. Spectrum of Novel H1N1 Illness in Infants 3 Months Old and Younger at a Children's Hospital. Pediatric Academic Society Conference 2010 Vancouver, Canada.
- Weddle, G.**, Jackson, MA., & Selvarangan, R. Reducing Blood Culture Contamination Rate in a Pediatric Emergency Department. Infectious Disease Society of America 2009 annual meeting Philadelphia, Pennsylvania.
- Weddle, G.**, Jackson, MA., Cox, K., Selvarangan, R., Teasley, S.: The Role of Individual Workload Perception on Performance of Phlebotomy and Blood Culture Contamination Rates. Infectious Disease Society of America 2008 annual meeting Washington DC.
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- Weddle, G.**, Marrow, SE., Sigalet, DL., Snyder, CL., Sharp, RJ., & Ashcraft, KW. Primary Gastrostomy Button Placement. American Pediatric Surgical Association 1997 annual meeting Naples, Florida.

Presentations:

- Weddle, G. & Smith, J. APRN Consensus Model. Cerner 2019 Nursing Summit. Kansas City, MO January 2019.

- Weddle, G: Use of intermittent vs continuous pulse oximetry for nonhypoxemic infants and young children hospitalized for bronchiolitis: a randomized clinical trial. Infectious Disease Society of America National Meeting Platform Presentation. San Diego, CA October 2015
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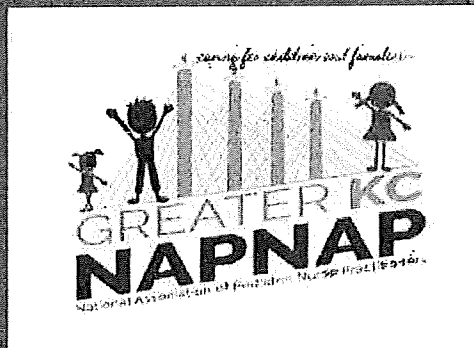
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Greater KC NAPNAP
Lunch & Learn
February 2, 2021

Trends & Updates in COVID-19 & Influenza

Presented by Christine Symes, MSN, RN, APRN & Gina Weddle, DNP, RN, CPNP-AC/PC

Christine Symes, MSN, RN, APRN

Trends & Updates in COVID-19 & Influenza

1. The learning outcomes/educational objectives for this session were met.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

2. I will be able to use this information in future practice.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

3. The speaker was interesting and held my attention.

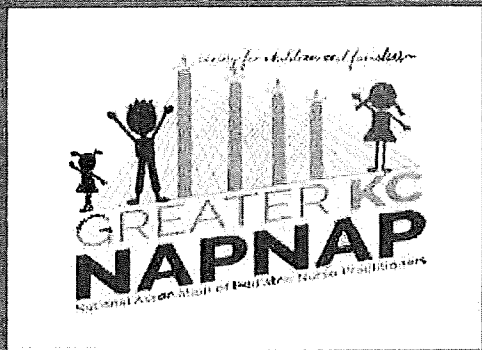
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

4. The speaker was knowledgeable in the content area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

5. The speaker disclosed all relevant relationships.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree



Greater KC NAPNAP
Lunch & Learn
February 2, 2021

Trends & Updates in COVID-19 & Influenza

Presented by Christine Symes, MSN, RN, APRN & Gina Weddle, DNP, RN, CPNP-AC/PC

Gina Weddle, DNP, RN, CPNP-AC/PC

Trends & Updates in COVID-19 & Influenza

6. The learning outcomes/educational objectives for this session were met.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

7. I will be able to use this information in future practice.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

8. The speaker was interesting and held my attention.

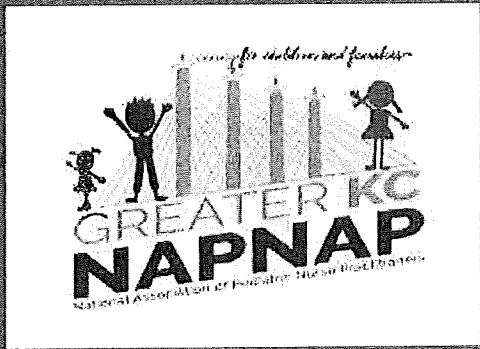
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

9. The speaker was knowledgeable in the content area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

10. The speaker disclosed all relevant relationships.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree



Greater KC NAPNAP
Lunch & Learn
February 2, 2021

Trends & Updates in COVID-19 & Influenza

Presented by Christine Symes, MSN, RN, APRN & Gina Weddle, DNP, RN, CPNP-AC/PC

Overall Evaluation

11. I would recommend this program to a colleague.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

12. The program was well organized.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

13. The program met my learning needs.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

14. The program had balance, independence, and objectivity.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

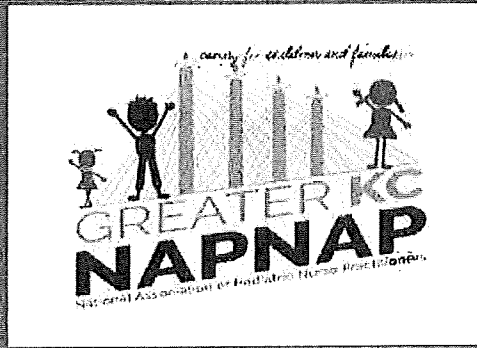
15. The online platform met my learning needs.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

16. The time of the educational offering worked with my schedule.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

17. Additional comments and suggestions for future educational topics are welcome:



Greater KC NAPNAP
Lunch & Learn
February 2, 2021

Trends & Updates in COVID-19 & Influenza

Presented by Christine Symes, MSN, RN, APRN & Gina Weddle, DNP, RN, CPNP-AC/PC

CEU Certificate

Thank you for completing the evaluation. Below is the CE certificate. **YOU MUST PRINT THIS IMAGE**, prior to closing out of this survey. First right click and save the image to your desktop. Then print out the image from your desktop. Questions or concerns, please contact Tammie Wingert (twingert@cmh.edu).

Greater Kansas City Chapter of NAPNAP

This certificate verifies completion of the continuing education offering titled:

*Trends and Updates in
COVID-19 and Influenza*

Presented by: Christine Symes & Gina Weddle

1.0 Contact Hours Provided

February 2, 2021—1200-1300

Hosted Virtually

Name of Attendee

Tammie Wingert, MSN, RN, CPNP

Tammie Wingert, MSN, RN, CPNP
Program Chair

License Number

Provider Address:
2401 Gilliam Road
Kansas City, Missouri:
64108

The Greater Kansas City Chapter of NAPNAP is an approved provider of continuing nursing education by the Kansas State Board of Nursing. This course is approved for 1 contact hour applicable for APN, RN, LPN, and LPMT licensure. KSEN Provider Number: LTD003-0505

Title: Neurologic and Neurodevelopmental Implications in Congenital Heart Disease

Objectives:

1. Report increased confidence identifying neurologic and neurodevelopmental concerns in kids with CHD
2. Report increased comfort in taking care of the Neurodevelopmental complexity of kids with CHD
3. Report increased understanding of the relationship of congenital heart disease and neurologic complications

Summary of Planning

June 2023

Tammie Wingert - Continuing Education Coordinator

The Greater Kansas City Chapter of NAPNAP Board initially brainstormed the idea for this topic at our November 2021 meeting. Developmental concerns are a common complaint in the pediatric population. It was determined that a presentation regarding the care and management of developmental concerns for congenital heart patients would be pertinent and beneficial to our members. I reached out to a nurse practitioner in the Neurology Clinic at Children's Mercy Hospital who specializes in this area. The presentation was planned to be a virtual lunch and learn format due to the current climate with the pandemic. The presentation was scheduled for July 29, 2022 from 1200-1300. The speaker was asked to prepare a one hour presentation on the topic.

Our members signed up for the event via Eventbrite. The educational offering was advertised on the Greater KC Chapter of NAPNAP website and the national NAPNAP website. The flyer was also emailed to all nurse practitioners and physician assistants at Children's Mercy Hospital. The lunch and learn was free of charge to all participants. We had 54 participants for this event. Our members were emailed with links to a SurveyMonkey survey, and they received a certificate for their CEUs after completion of the survey. This appeared after the CEU survey was complete for them to print out for their records.

Please join us virtually on
Friday, 7/29/2022, from 12-1 for
Neurologic and Neurodevelopmental Implications in
Congenital Heart Disease

Presented by
Micah Comer, MSN, RN, CPN, CPNP

Hosted by the Greater KC Chapter of NAPNAP
1 hours of CEU is available for this through the KSBON

Please use this link to register for the event:

<https://www.eventbrite.com/e/neurodevelopmental-concerns-in-pediatric-cardiology-patients-tickets-314763926377>

This event will be recorded for viewing following the presentation. Please email Tammie Wingert (twingert@cmh.edu) with any questions.

The Greater KC Chapter of NAPNAP is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: LT0203- 0505

References

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MICAH A. COMER, MSN, RN, CPNP

macomer@cmh.edu

EXPERIENCE

Children's Mercy Hospital, APRN – Neurology Division

- Independently, in collaboration manage various neurologic disorders
- Special interest in the cardio neurodevelopmental patients, with specialty clinic
- Inpatient APRN experience for several years in neurology
- Precept new APRNs and APRN student

2013- Current

Children's Mercy Hospital, Staff Nurse

2008 – 2013

EDUCATION

Indiana University- Bloomington, Bloomington, Indiana

Bachelor of Science in Biology

1998-2002

Saint Luke's College, Kansas City, Missouri

Bachelor of Science in Nursing

2005-2008

University of Missouri-Kansas City, Kansas City, Missouri

Masters of Science in Nursing, Pediatric Nurse Practitioner

2011- 2013

LICENSURE

Missouri, RN and APRN

Kansas RN and APRN

NATIONAL CERTIFICATION

Certified Pediatric Nurse

Certified Pediatric Nurse Practitioner

BLS Healthcare Provider, American Heart Association

PALS Provider, American Heart Association

AWARDS

Resident award for nurse of the year 2015

Neurology division advocacy award 2019

Neurology division service excellence award 2021

PRESENTATIONS AND PROFESSIONAL INVOLVEMENT

Mentor for Advanced practice mentoring program

Guest lecture at UMKC fall 2021

Conversion Lecture to inpatient nursing staff CMH

Nurse advice line lecture fall 2021

Planning Committee APP Conference

Local KC Chapter NAPNAP board member: Treasurer

Advanced Practice Council- active member and subcommittee chair

References

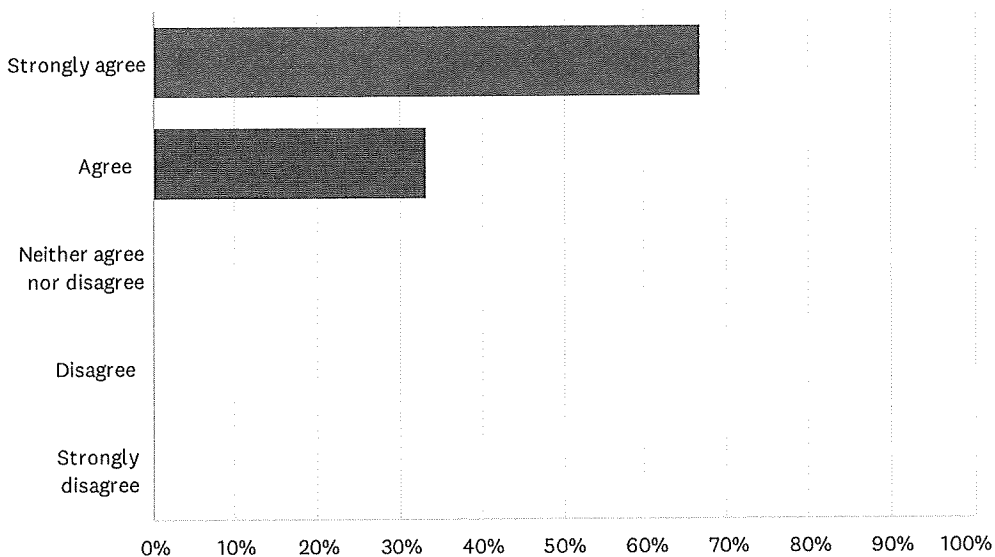
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Q1 The learning objective to increase understanding of the relationship of congenital heart disease and the neurologic complications was met.

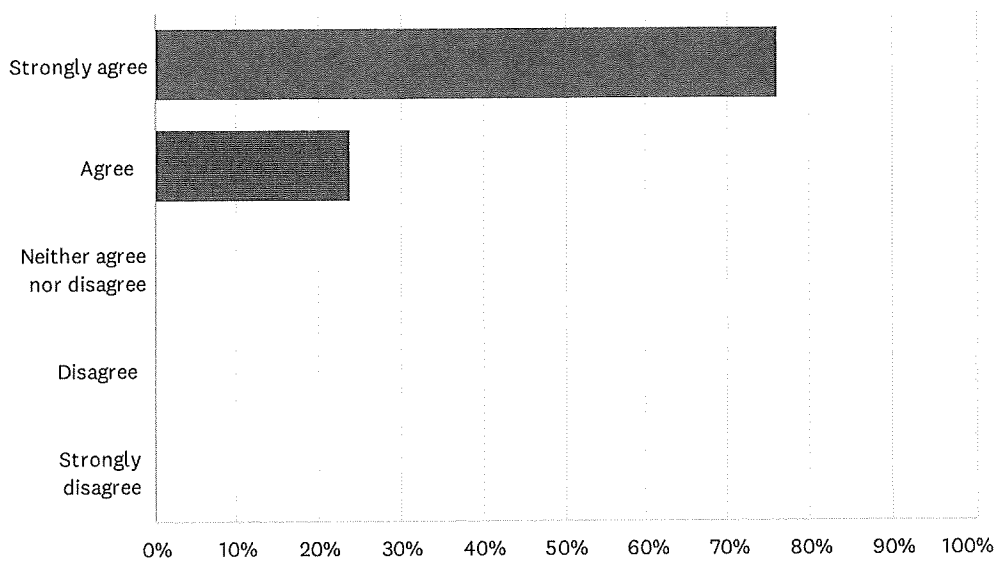
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	66.67%	14
Agree	33.33%	7
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q2 The learning objective of increasing confidence in identifying neurologic and neurodevelopmental concerns in kids with CHD was met.

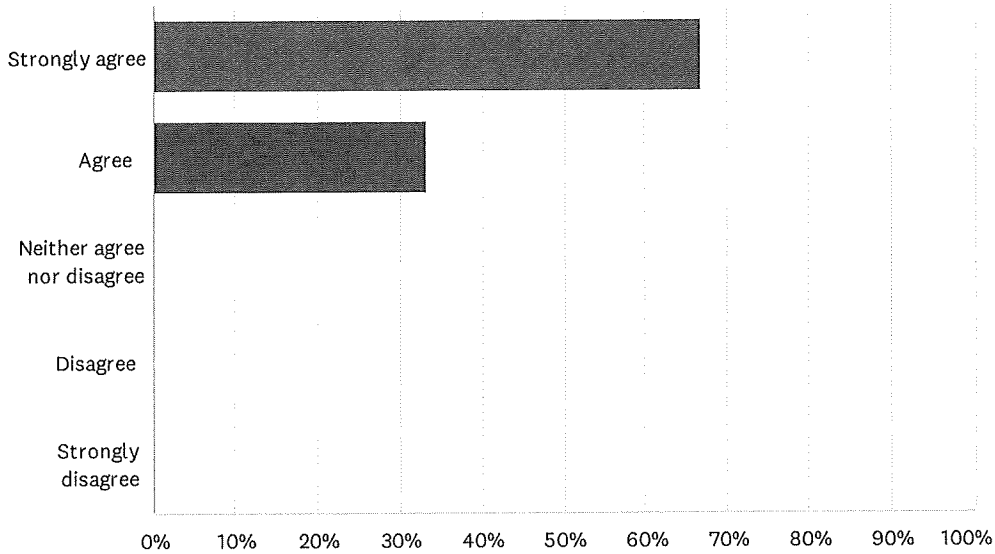
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	76.19%	16
Agree	23.81%	5
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q3 The learning objective to increase comfort in taking care of the neurodevelopmental complexity of kids with CHD was met.

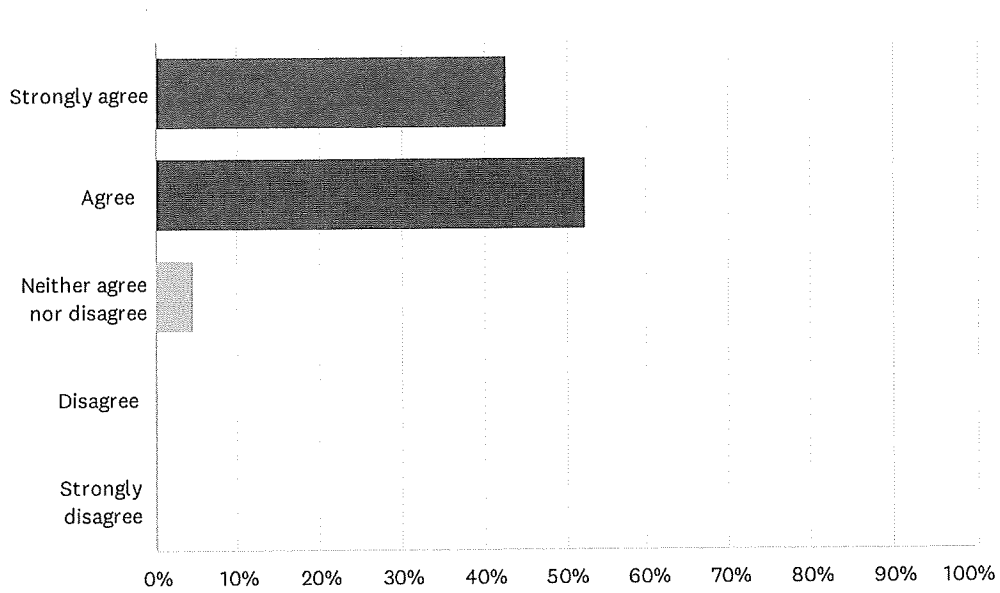
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	66.67%	14
Agree	33.33%	7
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q4 I will be able to use this information in future practice.

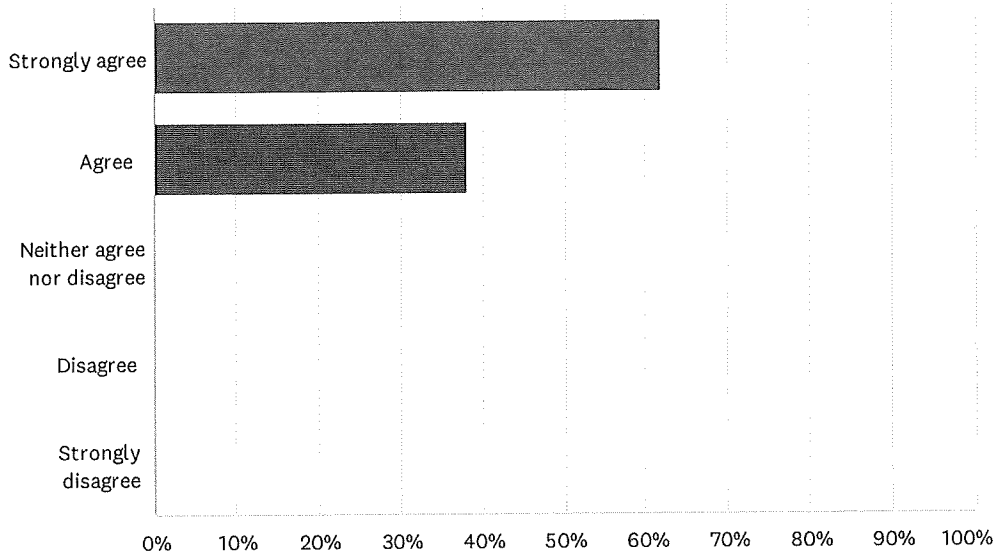
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	9
Agree	52.38%	11
Neither agree nor disagree	4.76%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q5 The speaker was interesting and held my attention.

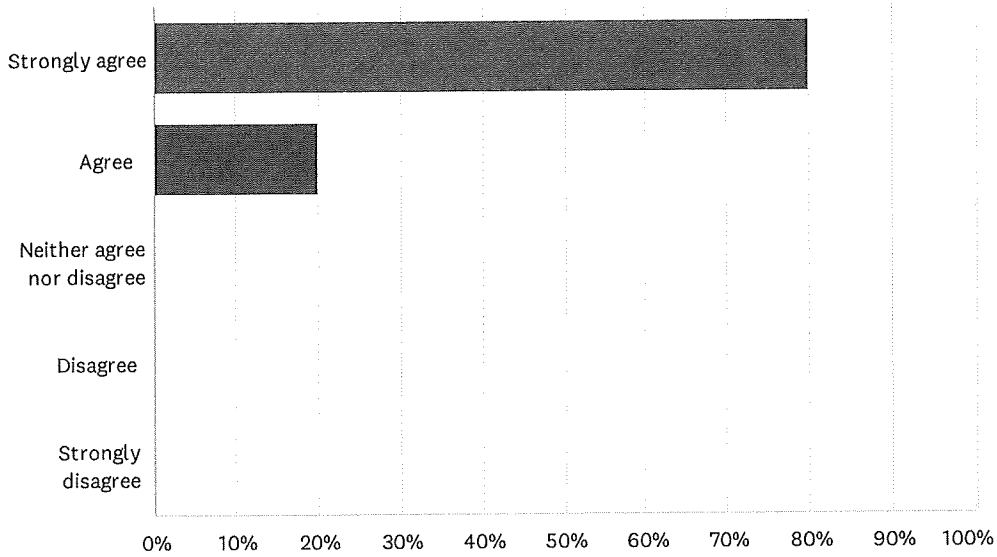
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	61.90%	13
Agree	38.10%	8
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q6 The speaker was knowledgeable in the content area.

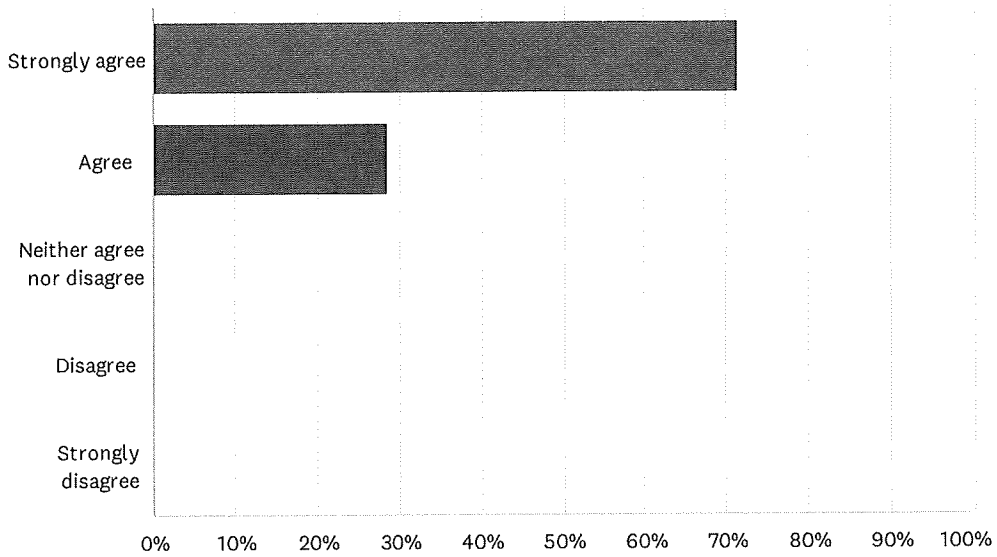
Answered: 20 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	80.00%	16
Agree	20.00%	4
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		20

Q7 The speaker disclosed all relevant relationships.

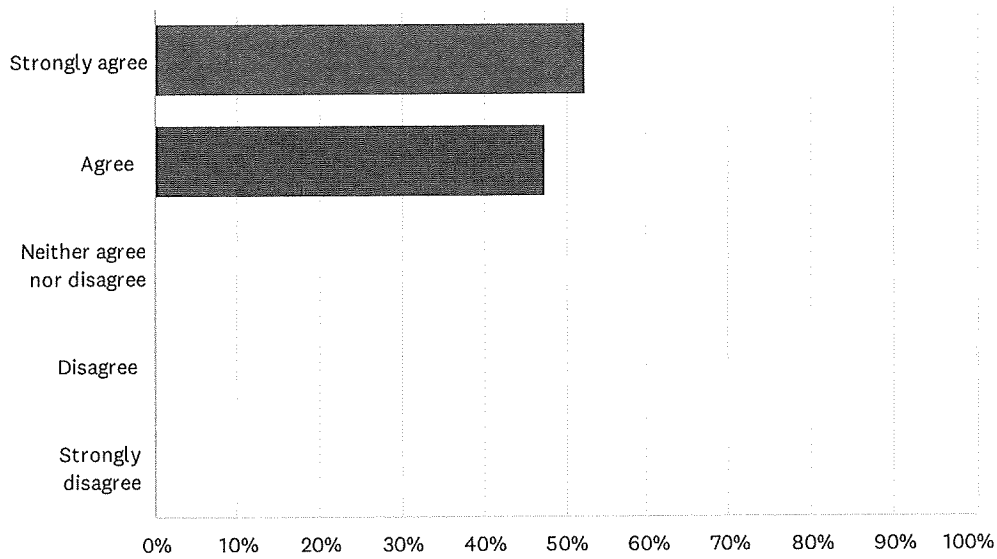
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	71.43%	15
Agree	28.57%	6
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q8 I would recommend this program to a colleague.

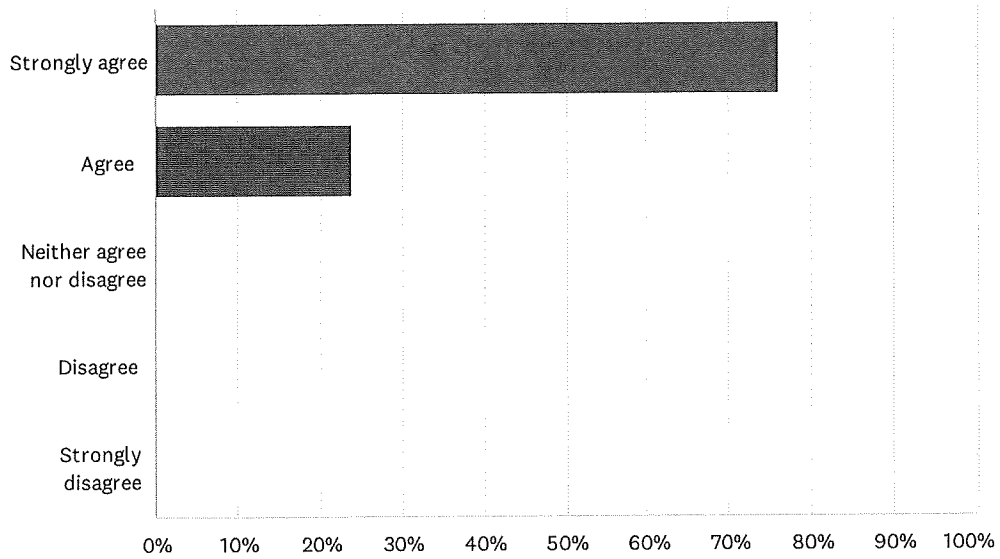
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	52.38%	11
Agree	47.62%	10
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q9 The program was well organized.

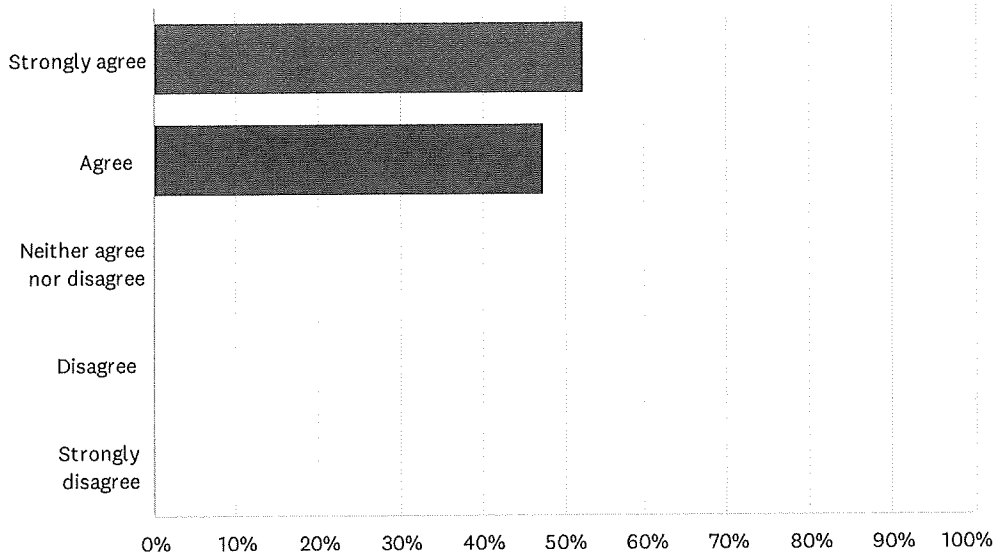
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	76.19%	16
Agree	23.81%	5
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q10 The program met my learning needs.

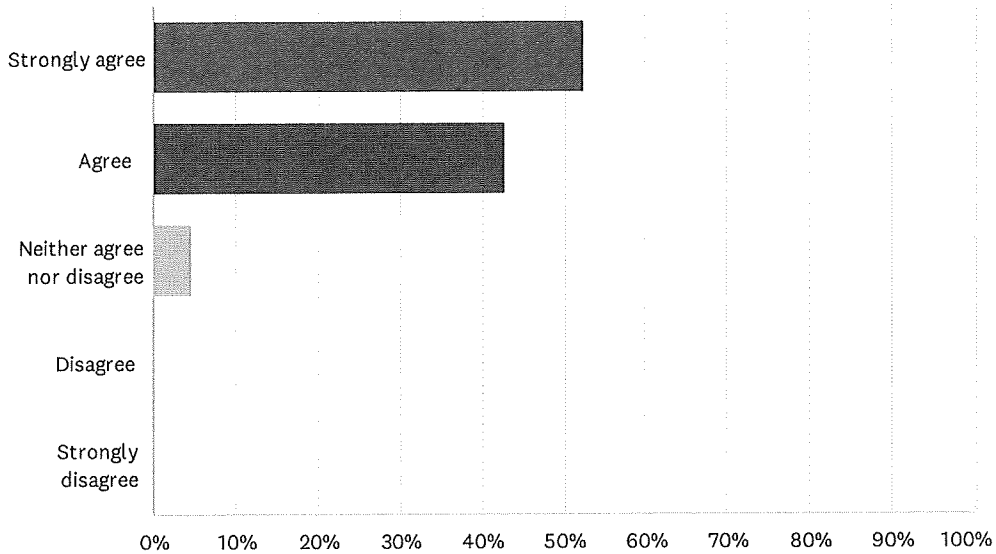
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	52.38%	11
Agree	47.62%	10
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q11 The program had balance, independence, and objectivity.

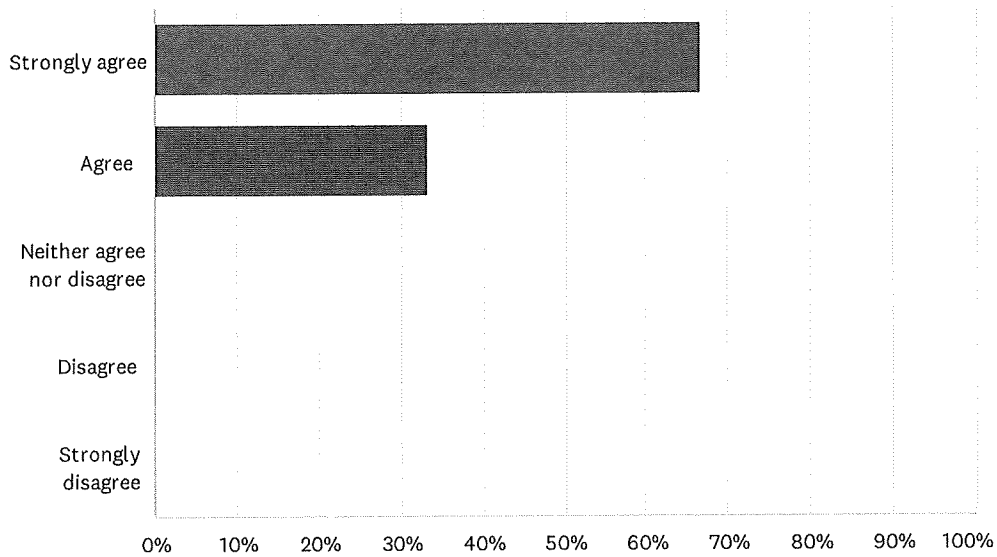
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	52.38%	11
Agree	42.86%	9
Neither agree nor disagree	4.76%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q12 The online platform met my learning needs.

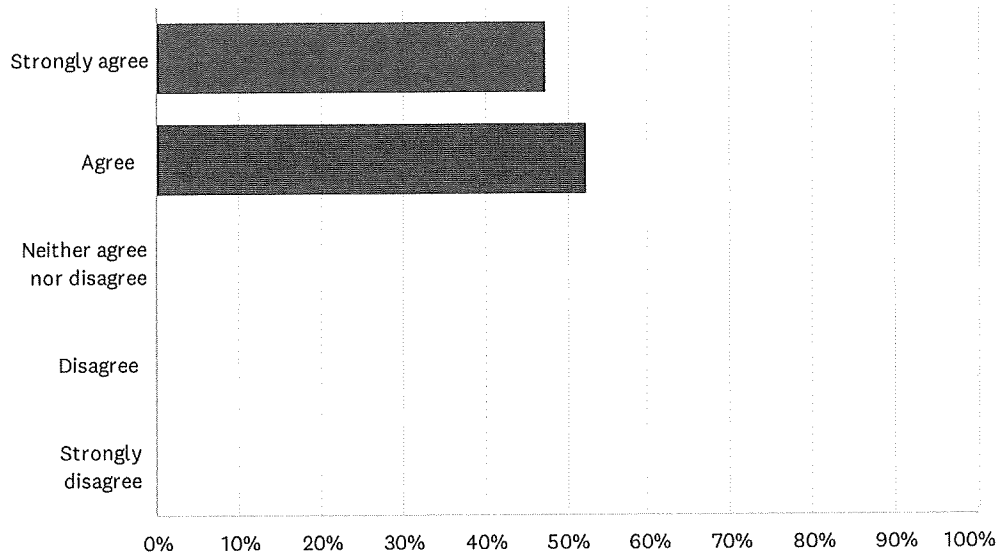
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	66.67%	14
Agree	33.33%	7
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

Q13 The time of the educational offering worked with my schedule.

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	47.62%	10
Agree	52.38%	11
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		21

**Q14 Additional comments and suggestions for future educational topics
are welcome:**

Answered: 5 Skipped: 16

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Susan B. Allen Memorial Hospital LT0075-0905 Renewal

Name of Program Coordinator: Jessica Turner, MSN, RN, NE-BC

Date Received: 12/9/2024

Date to CNE Committee: March 2025

_____ **Approved**

_____ **Not Approved:** _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Jessica Turner	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ” 	X	
<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual 	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results	X	
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded		
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		
• The participant's name and license number, and the number of contact hours awarded		
• The title of the offering		

<ul style="list-style-type: none"> The date on which the offering was completed 		
<ul style="list-style-type: none"> Either the completion of a posttest or a return demonstration 		
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
<ul style="list-style-type: none"> The provider's name, address and provider number 	X	
<ul style="list-style-type: none"> The title of the offering 	X	
<ul style="list-style-type: none"> The date or dates of attendance or completion 	X	
<ul style="list-style-type: none"> The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded 	X	
<ul style="list-style-type: none"> The signature of the individual responsible for the providership 		
<ul style="list-style-type: none"> The name and license number of the participant 	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
<ul style="list-style-type: none"> A summary of the planning 	X	
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	
<ul style="list-style-type: none"> The title and objectives 	X	
<ul style="list-style-type: none"> The offering agenda or, for independent study, pilot test results 	X	
<ul style="list-style-type: none"> A bibliography 	X	
<ul style="list-style-type: none"> A summary of the participants' evaluations 	X	
<ul style="list-style-type: none"> Each instructor's education and experiences 	X	
<ul style="list-style-type: none"> Documentation to verify completion of the offering 	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 Documentation: Protecting Patients and Yourself	#2 ACLS
<ul style="list-style-type: none"> A summary of planning 	X	X
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	X

• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Renewal application reviewed and checklist completed by Carol Moreland, MSN, RN

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Initial Application: Renewal:

Name of Provider: Susan B. Allen Memorial Hospital

Provider Number (For Renewal): LT0075-0905

Legal Body (If different from provider):

Address of Provider: 720 W. Central Ave., El Dorado, KS 67042

Telephone: 316-321-3300

Email: jturner@sbamh.org

Program Coordinator (RN): Jessica Turner, MSN, RN, NE-BC

Date (mm/dd/yyyy): 12/09/2024

Program Management

Assessing Need and Planning CNE

Please describe what advisory groups or planning committees were formed and what factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

An education committee with representatives from various nursing units exists to identify, plan, develop and evaluate nursing offerings. The committee meets quarterly, as needed, and the Chief Nursing Officer chairs the committee. A needs assessment survey for the purpose of identifying future education needs is developed and distributed by the Education department periodically, as needed. The target population is primarily Susan B. Allen RNs and LPNs. The needs assessment can be expanded to include area healthcare agencies with educational needs, area non-employee nurses that have attended CNE offerings at Susan B. Allen in the past, and non-nursing Susan B. Allen employees. Additional ways to determine topics for future education are: input from various hospital groups, including: Nursing Directors, Safety Committee, peer review committees, comments on CNE evaluation forms, collaboration with local community college faculty, and suggestions from staff and providers. Continuing Nursing Education is defined as "learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public." This learning experience is not specific to the job the employee has at Susan B. Allen Memorial Hospital, but is content that could be used in other facilities.

Process for Fee Assessment

Describe the method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations.

Susan B. Allen Memorial Hospital has a policy titled, "Fee for Attendance at Continuing Education Offerings." This policy states that courses are free for employees. Some courses are free for non-employees, and for other courses the policy lists fixed prices for some classes, and give the guideline for a fee calculation for other classes. Currently that fee is \$10 per hour for continuing education programs unless otherwise listed in the policy. This policy will be attached with our application materials. Programs that are cancelled due to anticipated low numbers will result in a full refund to the pre-registered participant. Cancellations by the pre-registered participant due to a conflict on their part will be refunded without question less a small administrative fee, if desired. When the offering has a required text that has been purchased and provided as part of the class, the cost of the book will not be refunded to a non-SBAMH employee, unless the book is returned. Checks that are returned for insufficient funds are handled through the Business Office in a manner similar to any such checks received for other payment reasons.

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

Publication of information about an upcoming event is handled through the Education Department. The Marketing/Communications Department may assist in format or design as needed. Publication will include the following information:

Presentation title, Presenter's name and classification, Date(s) and time(s), Location, Course objectives, Fees, Registration information

Publication may include flyers, emails, brochures, or other media (hereafter referred to as "brochures"). Publications are primarily provided to hospital units for posting within the facility.

Brochures may be mailed to known nurses in the community that are not employees of Susan B. Allen, but have interest in attending education offerings. A mailing list is maintained for such purposes.

Brochures and announcements will follow the KSBN guidelines and include the following statement:

"Susan B. Allen Memorial Hospital is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for contact hours for [specify each applicable license type: APRN, RN, LPN or LMHT] relicensure. KS Provider No. LT 0074-0349."

The Marketing/Communications Department will arrange for any publication in local print media, TV, or social media following the above guidelines.

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented. 1. Summary of planning; 2. Behavioral objectives of the offering; 3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117; 4. Documentation is received of each instructor's experience and education; 5. The bibliography of each presentation is received and up to date; 6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter. KAR 60-9-107(d)

The policy states the following information will be completed for each offering before it is presented:

A summary of the planning

Behavioral Objectives of the offering

Verification that the content of the offering meets the definition of CNE pursuant to KSA 65-1117

Documentation of each instructor's experience and education

Bibliography of each presentation, and it is up to date

Evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter

Process for Awarding Contact Hours

Describe the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This must include your method of calculating partial credit, more than one hour, because of early departures or late arrivals. Describe also how instructor credit is calculated and how independent study credit is calculated. If you offer independent study, you must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e)

The policy explaining the method of calculating contact hours is titled "Continued Education Offerings/Awarding Contact Hours." It states:

Continuing Nursing Education is defined as a "learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public" This learning experience is not specific to the job the employee has at Susan B. Allen Memorial Hospital, but is content that could be used in other facilities. Contact hours are award for continuing education. A contact hour is defined as (50) minutes of participation in a learning experience. This can include time spent in a skills lab. The Long Term Providership Program Coordinator is responsible to determine the number of contact hours to be awarded for each offering, based on the proposed agenda and time frame. For some certification classes such as ACLS, the contact hours may be totaled at the end of the offering. Offerings will consist of a minimum of 30 minutes (reference https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=60-9-106). Fractions of hours over one contact hour may be given.

Instructor Contact Hours may be issued to a presenter following the guidelines of the KSBN. Two contact hours of instructor credit shall be granted for each hour of presentation. A maximum of 15 contact hours may be issued for the first time preparation and presentation as an instructor of an approved offering to licensed nurses. Standardized, pre-prepared curriculums such as ACLS, Neonatal Resuscitation are excluded from instructor preparation issued contact hours. (reference https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=60-9-106)

Participants are expected to be on-time to interactive continuing education offerings. The Program Coordinator has the right to exclude the learner from receiving contact hours if they are greater than 15 minutes late for a scheduled offering. Contact hours may be deducted from a

learner that leaves an offering early. In order to receive any contact hours, the learner must have attended a minimum of fifty (50) minutes with the exception of a course with less than 1 contact hour. For courses providing less than one hour of CNE, the learner must attend the full presentation to receive the fraction of the contact hour.

Contact Hours for Independent Study can be awarded by Susan B. Allen. Commercially purchased products, such as monthly newsletters, will follow the recommendation of the vendor in offering contact hours. If the independent study is created by Susan B. Allen, contact hours will be provided based on the length of the program utilizing the definition of continuing education (50 minutes per contact hour). The number of hours will be identified utilizing pilot testers representative of the target population. A minimum of two testers will be utilized. The sum of time for the testers will be divided by the number of testers to determine the contact hours to be awarded. [Susan B. Allen has not implemented any independent study during this LTP certification period.]

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each.

KAR 60-9-107(f)(g)

The continuing nursing education attendance roster shall include:

The provider's name, address, and provider number;

The name and address of the agency presenting the course;

The course title;

Instructor(s) name(s);

Course date(s);

Coordinator's name and signature;

Number of contact hours to be awarded.

Space will be provided for participants to record their name, address, classification and license number. For employees of Susan B. Allen, a license number master list will be maintained by the Education Department Coordinator. This list will be utilized in a mail merge file for certificate creation. The master list will be utilized to maintain such license numbers, and employees will not be required to list the license number on the roster when they sign to indicate attendance. Non-employee attendees will be required to list their license number.

The Kansas State Board of Nursing address will be included as providing authority.

When the certificate of attendance is issued to the attendees, this will be designated on the roster.

Though Susan B. Allen has a policy describing a practice for independent study, this provider has not created or implemented any independent study.

Process for Record Keeping and Storage

Please verify that you will keep the records of the offerings for a minimum of two years after presentation. List what records will be retained, the location of the records and the steps taken to ensure confidentiality and security of the records. KAR 60-9-107(h)

All continuing nursing education records are to be scanned and retained on the shared Education drive, which is backed up thru routine Information Systems practices.

Each file will contain information which may include: the name of the offering, planning documentation, the course brochure, a presentation syllabus, completed attendance roster, instructor(s) vita(e), appropriate bibliography to the presentation, and the evaluation summary, which includes the offering objectives. Actual evaluations may be filed for an offering with few in attendance, rather than compile an evaluation summary. Planning documents will be filed with the CE file for each offering. Any instructor credit will be appropriately designated on the attendance roster.

CNE records will be maintained for a minimum of 2 years, but may be retained longer. This minimum requirement is defined by the Kansas State Board of Nursing. An SBA policy on record retention is set to maintain these files up to five years.

Records are available to authorized reviewers during normal office hours.

Process for Notice of Change of Coordinator or Required Policies

Describe what methods will be used to notify KSBN of a change of coordinator or policies, and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H)

Each newly assigned individual responsible for CNE shall meet these requirements:

1. Be licensed to practice nursing.
2. Have three years of clinical experience.
3. Have one year of experience in developing and implementing nursing education.
4. Have a baccalaureate degree in nursing, except those individuals exempted under K.S.A. 65-1119(e)(3).

The program coordinator has the responsibility to submit in writing any change of the individual responsible for the long-term provider to the board within 30 days.

During calendar year 2024, Susan B. Allen had a change in program coordinator, and this process was followed to notify KSBN.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

[Electronically signed by Jessica Turner on original application]

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.


Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

Signature: Jessica Turner, MSN, RN, NE-BC 

Date: 12/09/2024

JESSICA TURNER, MSN, RN, NE-BC

1302 Joyce St., El Dorado, KS | 316-807-8140 | jturner@sbamh.org

PROFESSIONAL SUMMARY

I am a Board Certified Nurse Executive who practices servant leadership and whose mission to help current and future nurses learn and grow. I believe in the importance of engaging and appreciating all those around me, and in supporting and encouraging individuals to become professionals who provide excellent care and customer service.

EDUCATION

Master of Science in Nursing Administration, Mid-America Nazarene University, Olathe, KS; 2015

Bachelor of Science in Nursing, Tabor College, Wichita, KS; 2012

Associate in Applied Science in Nursing, Butler County Community College, El Dorado, KS; 2004

CERTIFICATIONS

Registered Nurse in Kansas; License number 13-94069

ANCC Board Certified Nurse Executive (NE-BC)
since 2019

Certificate in Legal Nurse Documentation

PROFESSIONAL AFFILIATIONS

Kansas Organization of Nurse Leaders

Sigma Theta Tau, National Honor Society of Nurses

American Nurses Association

Kansas State Nurses Association

LEADERSHIP EXPERIENCE

SUSAN B. ALLEN MEMORIAL HOSPITAL

05/2024-current

Chief Nursing Officer

Senior Nurse Executive at a rural PPS hospital, with urgent care clinics in outlying communities. Senior leader responsible for both inpatient and outpatient departments including Medical/Surgical, Swing Bed, Intensive Care Unit, Surgery, Emergency Department, Respiratory Therapy, Radiation Oncology, Cardiac Rehab, Orthopedic and Podiatry Clinics, Specialty Clinics, and Urgent Care Clinics.

- Led through successful Joint Commission Lab Survey
- Collaborate with municipal partners, including the local government and Police Department, to participate in community events representing the hospital
- Developed plan to bring educational offerings, such as Basic Life Support, to community members including local school districts
- Participate in planning, development, and presentation of continuing education for nurses and other staff.

WESLEY MEDICAL CENTER

03/2022-05/2024

Acute Care Nursing Director

03/2023-05/2024

Lead the managers and teams of four acute care hospital units, overseeing 135 inpatient beds and approximately 200 employees. Focus on patient experience, leader growth and development, and growth of the service line. Partner with Education team to teach and facilitate didactic and discussion-based classes for nurse residents.

- Mentor and develop four nurse managers and two interim nurse managers
- Elevated nurse manager team to expert level nurse leader rounding and employee coaching
- Facilitated success plan for enhanced student clinical experiences, improving nursing student experience and satisfaction scores from 1 star to 4.7 stars on a 5-star scale
- Led through successful survey from Kansas Department of Health and Environment
- Designated as a Dedicated Professional Mentor to Nurse Residents, presenting class topics to grow new grad nurses into professionals
- Increased HCAHPS ranking from 2nd percentile to 87th percentile
- Opened new Sarah Cannon Oncology unit; developed streamlined process for tracking chemotherapy certifications for nurses and achieved Commission on Cancer Accreditation
- Achieved successful DNV Comprehensive Stroke Center survey and accreditation
CNE/IV Therapy Committee 295

- Routinely give CE presentations covering a variety of professional development topics to multiple hospital leadership groups, including Nurse Executive Council
- Serve as a member of the Capital Equipment Review Committee

Nurse Manager of Neuro Medical/Neuro Trauma Specialty Unit**03/2022-03/2023**

Responsible for acute care inpatient nursing department of up to 80+ personnel in a 36-bed unit; ensured patients received the safest, highest quality care possible. Maintained adherence to regulatory compliance and safety guidelines. Managed productivity, HCAHPS scores, and employee engagement. Provided accountability and mentorship to developing leadership team.

- Coaching and leadership development of six frontline nurse leaders
- Led through successful surveys from The Joint Commission and Kansas Department of Health and Environment
- Maintained zero CAUTIs and zero CLABSIs
- Improved employee engagement scores from 70 to 75 (facility goal of 72)
- Led through successful merge of the Neuro Medical and Trauma Medical floors, creating the Neuro Trauma Specialty Unit; led staff and frontline nursing leaders through change management related to the integration
- Recipient of the "Leader Under Pressure" Award, January 2023.
- Achieved Unit of Distinction Award, Neuro Medical Unit 2022.

SUSAN B. ALLEN MEMORIAL HOSPITAL**03/2020-03/2022****RN Clinical Supervisor of Home Health**

Accountable for managing day-to-day operations of a hospital-owned Home Health agency. Served as CMS-designated Clinical Manager and Home Care Administrator.

- Recruited nurses for the department with high-performing staff after 75% of the employees had previously left the organization
- Achieved zero RN turnover during 2020 and 2021
- Grew patient census from 28 patients to over 90
- Achieved a 5-star rating on Home Health CAHPS; Increased overall CMS star rating from 2 stars to 4 stars
- Taught a series of courses on updated CMS and Joint Commission regulations

ST. LUKE HOSPITAL**07/2019-03/2020****Chief Nursing Officer**

Senior Leader at a 10-bed critical access hospital, necessitating excellent leadership skills as well as clinical expertise in direct patient care. Oversaw Medical/Surgical, Swing Bed, Surgery, Emergency Department, Cardiac Rehab, and Quality and Risk Management.

- Collaborated with the Kansas Organization of Skilled Care Professionals to implement a research project for improving patient perception of care
- Facilitated the addition of new outreach clinic specialties, including an allergist/immunologist and a senior behavioral health service line
- Initiated a partnership with a neighboring community hospital to provide diabetic education to the rural population
- Wrote and implemented multiple policies, including some specific to COVID-19 at the beginning of the pandemic

SUSAN B. ALLEN MEMORIAL HOSPITAL**04/2011-07/2019****Nursing Director, Medical/Surgical/Skilled Nursing Unit****07/2016-03/2018**

Responsible for a 42-bed inpatient nursing department at a rural hospital. Led 70+ employees to provide excellent care to both acute care and skilled care patients of all ages.

- Collaborated to conduct cost-benefit analysis for purchasing new patient beds and vital sign machines, and carried out the project to replace every inpatient bed and vital sign machine in the unit

- Successfully negotiated budget to include addition of leadership development education for frontline nurse leaders
- Onboarded and developed two new assistant nurse managers who have since obtained masters degrees and advanced in their careers
- Led the organization's Standardization Committee and facilitated a reduction in the number of unique stock items maintained on the hospital's par list
- Created a multi-disciplinary team and collaborated with Medline for more organized trials of new clinical supplies
- Taught cardiac telemetry classes for new nurses and monitor techs

Director/Manager of SBA Immediate Care and SBA Clinic - Augusta

01/2015-07/2016

Served as leader for an urgent care clinic and a primary care practice.

- Initiated a program for beginning and continuing education to qualify non-radiology tech clinicians to take x-rays
- Recruited and onboarded four APRNs who provided service excellence to urgent care patients
- Successfully led the clinics through a survey from The Joint Commission
- Wrote and implemented all infection prevention/infection control policies for the clinics
- Positively integrated staff from two distinctly separate departments into a single unified team

Night Shift Clinical Supervisor, Medical/Surgical/Skilled Nursing

01/2013-05/2014

Assistant nurse manager to the Director of an inpatient nursing unit providing care to both acute care and skilled care patients.

- Educated and mentored all night shift staff who onboarded
- Led an initiative to improve and update care plan protocols to the current best practice standards
- Collaborated with the Pharmacy and the Risk Management team to improve policies for standing orders and dosage guidelines, including providing presentations to medical staff
- Received a "Slam Dunk" award for the most improved employee engagement survey scores in a single year, March 2014

In addition to my leadership experience, I held the following staff nurse positions:

SUSAN B. ALLEN MEMORIAL HOSPITAL

Intensive Care Unit

03/2018-03/2019

Direct patient care of patients in a 6-bed Intensive Care Unit.

RETAIN Nurse Navigator

03/2019-07/2019

Functioned as a research nurse and nurse navigator in the first phase of the RETAIN project, funded by the United States Department of Labor. Developed the plan for implementation of the project in Kansas; wrote educational materials and presented to Physicians and Advance Practice Providers; wrote the participant disclosures and consent form.

Obstetric Unit (LDRP, Women's Health, Nursery)

04/2011-01/2013

Direct patient care of labor, delivery, recovery, post-partum, women's health patient, as well as nursery (well and ill babies).

HOSPICE CARE OF KANSAS

Registered Nurse Case Manager

04/2010-04/2011

Visited patients in their homes (in private homes, long term care facilities, and hospitals), performed essential nurse functions, and developed care plans for terminally ill patients. As nurse case manager, coordinated care with doctors, social workers, chaplains, hospice aides, volunteers, and the patients' families. GNE/IV Therapy Committee 297

JESSICA TURNER, MSN, RN, NE-BC

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SUSAN B. ALLEN MEMORIAL HOSPITAL

Medical/Surgical/Skilled Unit and Obstetrics Unit

04/2004-04/2010

I worked at the hospital from 2003-2010. Before completing my associate degree, I worked from April 2003 to October 2003 as a CNA, then from August 2003 to May 2004 as an LPN, in the Medical/Surgical/Skilled Unit. Once I became a registered nurse, I worked approximately half of my hours in the Med/Surg Unit and half in the Obstetrics Unit, essentially being part time in each department, from 2004-2010.

SUSAN B. ALLEN MEMORIAL HOSPITAL
Education Department Policies

Nursing Education Committee

A formal education committee with representatives from various nursing units and clinical faculty may be activated to identify, plan, develop and evaluate nursing offerings. If this committee meets actively, the Chief Nursing Officer will chair the committee.

The committee functions could be, but are not limited to:

1. Assist in preparation and distribution of formal needs assessment.
2. Review of needs assessment results.
3. Review Education Department policies and procedures.
4. Identify topics for future CNE offerings.
5. Assist with planning upcoming CNE.
6. Review evaluations of CNE classes.
7. Develop and maintain availability of training resources.
8. Identify possible educational opportunities within Susan B. Allen and the community.
9. Annual educational program evaluation, including review of total number of contact hours awarded for the year.

Revised: 12/09/2024

Reviewed 7/9/2024

Revised 7/29/20

Reviewed: 11/2014

Revised: 8/2009

Revised : 12/2003

Revised: 7/2000

Written: Date Unknown

SUSAN B. ALLEN MEMORIAL HOSPITAL
Education Department Policies

Nursing Education Committee

Members:

Jessica Turner, RN, CNO, Nursing Education Coordinator
Jenny De Young, RN, Director, Med/Surg-Skilled/ICU
Tammi Cline, RN, Director, Emergency Department
Vacant, Outpatient Clinics
Casandra Ford, RN, Director, Surgical Services
Amanda Mahlandt, RN, Infection Prevention/Employee Health
April Reynolds, RN, Director, Obstetric Services
Jaime Stueven, RN, Clinical Supervisor, Home Health Services
Kim Edwards, Education Coordinator

The committee will meet quarterly as needed.

The committee functions are:

1. Assist in circulating annual needs assessment to nursing staff.
2. Review of annual needs assessment results.
3. Review Education Department policies and procedures.
4. Identify topics for future CNE offerings.
5. Assist with planning upcoming CNE/in-services.
6. Review evaluations of CNE classes.
7. Develop and maintain availability of training resources.
8. Identify possible educational opportunities within Susan B. Allen and the community.
9. Annual educational program evaluation, including review of total number of contact hours awarded for the year.

Revised 12/9/2024
Revised 7/9/2024
Revised 7/30/2023
Revised 7/17/2022
Revised 7/28/2021

Revised 7/27/2020
Revised 1/2020
Revised 7/00

SUSAN B. ALLEN MEMORIAL HOSPITAL
Education Department Policies

Needs Assessment

Policy:

The target population for continuing nursing education is the nursing staff at Susan B. Allen Memorial Hospital. Non-employee area nurses will be offered attendance at hospital sponsored educational offerings when possible and appropriate. A mailing list will be established as non-employee nurses attend CNE offerings. With the assistance of the Marketing/Communications Department, regional mailings, newsletters, newspaper coverage, and social media may be utilized to notify non-employee nurses of upcoming CNE.

A needs assessment survey for the purpose of identifying future education needs will be developed and distributed by the Education department periodically, as needed. The target population will primarily be Susan B. Allen RNs and LPNs. The needs assessment could be expanded to include area healthcare agencies with educational needs, area non-employee nurses that have attended CNE offerings at Susan B. Allen and non-nursing Susan B. Allen employees.

Additional ways to determine topics for future education are: input from various hospital groups, including: Nursing Directors, Safety Committee, peer review committees, comments on CNE evaluation forms, collaboration with local community college faculty, and suggestions from staff.

Revised 7/9/2024
Revised 7/29/2020
Reviewed 11/2014
Revised 8/2009
Revised 2/2004
Revised 7/00
Written: Date Unknown

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Fee for Attendance at Continuing Education Offerings

Policy:

Employees of Susan B. Allen Memorial Hospital will not be charged for attending CNE offerings developed and provided by the hospital. A usual fee for non-employees is set at \$10.00 per hour for attending continuing education programs.

The Chief Nursing Officer has the authority to alter the above fee schedule, based on the presentation scheduled. With a focus on provision of community education, some offerings may be offered to non-employees at no charge. Medical staff may be allowed to attend certain offerings at no charge. The fee will be posted on any advertising memos. Employees that attend required certification or other courses will be on paid time for that training

Certification/education classes are offered free of charge to Susan B. Allen Memorial Hospital employees if SBAMH instructors teach the class. Non-employees attending these classes will pay an agreed upon fee. Suggested fees are:

Initial CPR	\$40
CPR Recertification	\$40
ACLS	\$125
TNCC	\$150
ENPC	\$130
PALS	\$150
Neonatal Resuscitation	\$100

Independent Study contact hours obtained by employees on the hospital purchased on-line learning system are offered at no charge to employees of Susan B. Allen. Modules considered mandatory for employee will be completed on paid time. Optional modules taken for general knowledge or license renewal are to be non-paid. Non-employees may not access the learning system.

Reviewed 7/9/2024
Reviewed 7/30/23
Revised 7/28/2021
Revised 7/27/2020
Revised: 11/2014
Revised 8/2009
Revised 11/2003
Revised: 10/1998

SUSAN B. ALLEN MEMORIAL HOSPITAL
Education Department Policies

Payment Policy/Returned Checks

Policy:

Payment for attendance at educational offerings at Susan B. Allen Memorial Hospital is handled through the Education Department. Collected fees are forwarded to the Accounting Department. Cash is the preferred method of payment for classes attended. Checks may be used, and are made payable to "Susan B. Allen Memorial Hospital". When participants pre-register for a class, payment is taken at that time when possible, allowing checks time to clear the participant's financial institution prior to the scheduled course. The Chief Nursing Officer may deny the pre-enrolled person from participation in the offering if the check does not clear and has not been resolved prior to the class.

Checks that are returned for insufficient funds are handled through the Business Office in a manner similar to any such checks received for other payment reasons.

Reviewed 7/8/2024
Reviewed 7/30/2023
Reviewed 7/28/2021
Revised 7/29/2020
Reviewed 11/2014
Revised 8/2009
Written: 1/2004

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

CEU Cancellation

Policy:

CEU presentations can be cancelled if the required minimum number of pre-registered attendees has not been reached by the identified deadline. This number can be determined and published when the presentation is advertised. This minimum number will be set, based on the type of presentation scheduled. An employee presentation will most likely have a lower required number of pre-registrations than a presentation by an outside presenter. Programs that are cancelled due to anticipated low numbers will result in a full refund to the pre-registered participant. Cancellations by the pre-registered participant due to a conflict on their part will be refunded without question less a small administrative fee, if desired. When the offering has a required text that has been purchased and provided as part of the class, the cost of the book will not be refunded to a non-SBAMH employee, unless the book is returned. The fee amount and registration deadlines will be publicized with the presentation information. Class minimums and refunds will be handled through the Department of Education.

Revised 7/8/2024
Reviewed: 11/2014
Revised 9/2009
Revised 2/2004
Revised: 12/2002

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

**Education Department Policy and Procedures
Publication of Brochures / Announcement of Offerings**

Policy:

Publication of information about an upcoming event is handled through the Education Department. The Marketing/Communications Department may assist in format or design as needed. Publication will include the following information:

- Presentation title
- Presenter's name and classification
- Date(s) and time(s)
- Location
- Course objectives
- Fees
- Registration information

Brochures are primarily provided to hospital units for posting within the facility.

Brochures may be mailed to known nurses in the community that are not employees of Susan B. Allen, but have interest in attending education offerings. A mailing list is maintained for such purposes. Notices may be delivered via the employee email.

Brochures and announcements will follow the KSBN guidelines and include the following statement:

“Susan B. Allen Memorial Hospital is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for contact hours for [specify each applicable license type: APRN, RN, LPN or LMHT] relicensure. KS Provider No. LT 0074-0349.”

The Marketing/Communications Department will arrange for any publication in local print media, TV, or social media following the above guidelines.

Revised 7/9/2024
Revised 7/29/2020
Reviewed 11/2014
Revised 8/2009
Revised 3/2002
Revised 12/16/1998
Written Unknown Date

**SUSAN B. ALLEN MEMORIAL HOSPITAL
Education Department Policies**

Program Coordinator

Policy:

Each newly assigned individual responsible for CNE shall meet these requirements:

1. Be licensed to practice nursing.
2. Have three years of clinical experience.
3. Have one year of experience in developing and implementing nursing education.
4. Have a baccalaureate degree in nursing, except those individuals exempted under K.S.A. 65-1119(e)(3).

The program coordinator has the responsibility to submit in writing any change of the individual responsible for the long-term provider to the board within 30 days.

Current Coordinator: Jessica Turner, MSN, RN, NE-BC

Revised 12/09/2024
Revised 7/9/2024
Revised 7/28/2020
Reviewed 11/2014
Reviewed: 8/2009
Revised: 12/2003
Revised: 7/2000
Written: Date unknown

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Continuing Nursing Education Planning

Policy:

The continuing nursing education courses developed and presented by Susan B. Allen Memorial Hospital will comply with KSA 65-1117. The approval process for courses shall include the following, and shall be completed for each offering before it is presented:

1. A summary of the planning will be documented
2. Behavioral objectives will be developed for the offering
3. The content of the offering will meet the definition of CNE pursuant to KSA 65-1117
4. Documentation of each instructor's experience and education will be provided
5. Bibliography for each presentation will be provided, and it shall be up to date (for example, books published within the past 10 years and/or periodicals published within the past 5 years)
6. An evaluation form will be created for the learner to assess achievement of the objectives and the expertise of the presenter

The Program Coordinator has final responsibility in determining if a proposed presentation meets the required criteria.

This documentation will remain on file with the Education Department.

Revised 12/9/2024
Written: Date Unknown

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Instructor Selection

Policy:

The selection of instructors/presenters will be based on appropriate education and clinical experience of the topic of presentation. The Program Coordinator has final responsibility in determining if a proposed presenter is qualified to present the topic of the planned offering.

In an effort to provide quality offerings, when at all possible, presenters will be recommended or observed, based on previous presentations.

Presenters will provide the Education Department with a current resume or curriculum vitae to demonstrate their education and clinical experience. This document will remain on file in the Education office. The Education Department will request an updated resume or curriculum vitae every five years from Susan B. Allen Memorial Hospital employees who teach courses on a routine basis. This request will be made in alignment with the five year renewal of the Long-Term Providership approval.

Revised 7/9/2024
Revised 7/25/2020
Reviewed 11/2014
Revised 8/2009
Revised: 6/2001
Revised: 10/1998
Written: Date Unknown

**Susan B. Allen Memorial Hospital
Continuing Education Planning**

Name of Offering:

Date:

CEU Planning/Development:

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Continued Education Offerings/Awarding Contact Hours

Policy:

The Department of Education will utilize definitions provided by the Kansas State Board of Nursing to determine if content is appropriate for awarding contact hours.

Orientation is defined as education, either formal or informal, provided by an institution, in this case Susan B. Allen Memorial Hospital, to acquaint employees with the institution and the position for which they have been hired. Examples of this would include, but not be limited to: First Day Orientation, New Employee Orientation, unit specific education with video and policy review, etc. Educational sessions that involve orientation of employees will not offer contact hours for continuing education.

Inservice is defined as an educational session used as "on-the-job" training. These learning sessions are developed in the work setting with the goal of assisting the employee in fulfilling a specific job responsibility. Examples would include education provided for new equipment, annual inservice content, and other, often department-specific, training. Contact hours are not offered for inservice education.

Continuing Nursing Education is defined as a "learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public" This learning experience is not specific to the job the employee has at Susan B. Allen Memorial Hospital, but is content that could be used in other facilities. **Contact hours are award for continuing education.** A contact hour is defined as (50) minutes of participation in a learning experience. This can include time spent in a skills lab. The Long Term Providership Program Coordinator is responsible to determine the number of contact hours to be awarded for each offering, based on the proposed agenda and time frame. For some certification classes such as ACLS, the contact hours may be totaled at the end of the offering. Offerings will consist of a minimum of 30 minutes (reference https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=60-9-106). Fractions of hours over one contact hour may be given.

Instructor Contact Hours may be issued to a presenter following the guidelines of the KSBN. Two contact hours of instructor credit shall be granted for each hour of presentation. A maximum of 15 contact hours may be issued for the first time preparation and presentation as an instructor of an approved offering to licensed nurses. Standardized, pre-prepared curriculums such as ACLS, Neonatal Resuscitation are excluded from instructor preparation issued contact hours. (reference https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=60-9-106)

Participants are expected to be on-time to interactive continuing education offerings. The Program Coordinator has the right to exclude the learner from receiving contact hours if they are greater than 15 minutes late for a scheduled offering. Contact hours may be deducted from a learner that leaves an offering early. In order to receive any contact hours, the learner must have attended a minimum of fifty (50) minutes with the exception of a course with less than 1 contact hour. For courses providing less than one hour of CNE, the learner must attend the full presentation to receive the fraction of the contact hour.

Contact Hours for Independent Study can be awarded by Susan B. Allen. Commercially purchased products, such as monthly newsletters, will follow the recommendation of the vendor in offering contact hours. If the independent study is created by Susan B. Allen, contact hours will be provided based on the length of the program utilizing the definition of continuing education (50 minutes per contact hour). The number of hours will be identified utilizing pilot testers representative of the target population. A minimum of two testers will be utilized. The sum of time for the testers will be divided by the number of testers to determine the contact hours to be awarded.

Revised: 7/9/2024
Revised: 7/27/2020
Reviewed: 11/2014
Revised 8/2009
Revised: 1/2004
Revised: 12/2002
Revised: 12/16/1998
Written: Date Unknown

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Program Registration

Policy:

Continuing Nursing Education participants are encouraged to pre-register when possible so space and materials will be available. Participants may notify Education Department Coordinator or designee by e-mail, voice mail, phone or in person. Names will maintained in the Education Calendar under the Education folder in SBAMH Resources, where the names are viewable.

Participants are to sign their name, address, license number and classification as on their license when completing the roster of attendance. When offerings are for more than one day, rosters are to be signed each day by participants. A master list of nursing license numbers is maintained by the Education Department Coordinator for SBAMH employees. The Education Coordinator may utilize the license number list to complete the roster, and employees will not need to write their address or license number when they register.

Reviewed 7/9/2024
Revised 7/28/2020
Reviewed 11/2014
Revised: 8/2009
Revised: 2/2004
Revised: 2/5/1999
Written: Unknown Date

**Susan B. Allen Memorial Hospital
El Dorado, Kansas**

Education Department Policy and Procedures

Continuing Nursing Education Roster

Policy:

The continuing nursing education attendance roster shall include:

1. The provider's name, address, and provider number;
2. The name and address of the agency presenting the course;
3. The course title;
4. Instructor(s) name(s);
5. Course date(s);
6. Coordinator's name and signature;
7. Number of contact hours to be awarded.

Space will be provided for participants to record their name, address, classification and license number. For employees of Susan B. Allen, a license number master list will be maintained by the Education Department Coordinator. This list will be utilized in a mail merge file for certificate creation. The master list will be utilized to maintain such license numbers, and employees will not be required to list the license number on the roster when they sign to indicate attendance. Non-employee attendees will be required to list their license number.

The Kansas State Board of Nursing address will be included as providing authority.

When the certificate of attendance is issued to the attendees, this will be designated on the roster.

Reviewed: 6/21/2024
Reviewed: 7/30/2023
Reviewed: 7/29/2020
Reviewed: 11/2014
Revised 8/2009
Revised: 1/2003

Revised: 2/5/1999
Written: Date Unknown

Susan B. Allen Memorial Hospital
El Dorado, Kansas

Education Department Policy and Procedures

Continuing Education Certificates

Policy:

Certificates of attendance shall be awarded to participants after completion of an offering. Certificates shall be complete before distribution to participants. Each certificate shall contain the following information:

1. The provider's name, address, and LT provider number;
2. The title of the course;
3. The course presenter;
4. The dates of attendance;
5. The number of contact hours awarded;
6. The name of the individual responsible for the providership;
7. The name and license number of the participant; and
8. The number of independent study or instructor contact hours awarded.

The CNE certificates are created with the computer and the CNE Coordinator's signature is placed on the certificate through the computer program. The Education Department Coordinator is the only individual that produces the CNE certificates and has access to the program and signature.

Revised: 8/2/2024

Revised: 7/27/2020

Reviewed: 11/2014

Revised 8/2009

Revised: 12/2003

Revised: 2/5/1999

Written: Date Unknown

Susan B. Allen Memorial Hospital

El Dorado, Kansas

Education Department Policy and Procedures

Records

Policy:

All continuing nursing education records are to be scanned and retained on the "S" drive, which is backed up thru routine IS practices.

Each file will contain information which may include: the name of the offering, planning documentation, the course brochure, a presentation syllabus, completed attendance roster, instructor(s) vita (e), appropriate bibliography to the presentation, and the evaluation summary, which includes the offering objectives. Actual evaluations may be filed for an offering with few in attendance, rather than compile an evaluation summary. Planning documents will be filed with the CE file for each offering. Any instructor credit will be appropriately designated on the attendance roster.

When a current bibliography has not been provided by the presenter, attempts will be made to retrieve this bibliography. This is done by the Long Term Provider Program Coordinator and can include notations from the live presentations or literature searches.

CNE records will be maintained for a minimum of 2 years, but may be retained longer. This minimum requirement is defined by the Kansas State Board of Nursing. An SBA policy on record retention is set to maintain these files up to five years.

Records are available to authorized reviewers during normal office hours.

Revised 7/8/2024

Revised 7/2020

Reviewed 11/2014

Revised 8/2009

Revised: 5/11/2005

Revised: 1/2004

Revised: 12/17/1998

Written: Date unknown

SUSAN B. ALLEN MEMORIAL HOSPITAL
2023-2024 Nursing Continuing Education Providership
Annual Total Program Evaluation

Program Administration

Organizational Chart

During the time frame of July 2023 – January 2024 the Education Department was under the leadership of Sheila Hoyt, Director of Human Resources. Starting in January 2024 the Education Department reported to the Chief Nursing Officer. Kimberly Edwards, Education Coordinator, provided coordination of classes, instructors, documentation, and planning throughout the July 2023 – June 2024 time frame. Throughout this year Cecilia Goebel, RN, BSN, MIIS, the CNO at Susan B. Allen Memorial Hospital, has supervised the Continuing Education Providership program.

Philosophy, Goals and Objectives

The goals for the Education Department are reviewed and revised each year in August during the budgeting process. These goals are then shared with Administration during budget conferences. This was last completed September, 2022 for the year 2023 and in September 2023 for the year 2024. Renewal as a Continuing Education Provider was approved for SBAMH in 2022. During the CE Providership renewal process, Policies and Procedures were reviewed and updated as necessary.

We utilize the electronic or computerized learning system for a significant amount of the education in our organization. We contracted with Relias to utilize their learning system throughout the time frame of July 2023 and June 2024. Relias Learning Management System will be utilized heavily as a part of the orientation process for new employees and for Annual Competencies for all hospital employees.

Program Coordinator Job Description

The program coordinator role resides with the CNO. The CNO is responsible for the Continuing Education Providership program and is involved extensively in the planning of CNE activity.

The Education Department Coordinator is Kimberly Edwards. Kimberly maintains records, sends notices, tallies evaluations, creates certificates, etc. The Education Department Coordinator's activities are overseen by the CNO with assistance of the department of Human Resources. The Education Department Coordinator and CNO work together to maintain records and fulfill the goals and requirements of the Continuing Education Providership program.

Advisory Committee

The advisory group that assists with identifying educational needs, planning, and presenting topics is made up of the leaders of Inpatient Services, Emergency Department, and Surgical Services. Additional leaders from the outpatient clinics and Home Health department may assist with planning. This group is chaired by the Chief Nursing Officer and meets as needed. This group directs the overall operation of each of the nursing units within the facility. The group

jointly plans annual competencies for the nursing departments. This group also identifies educational needs for their staff which may be provided as continuing education.

In 2023 – 2024 the nursing leaders provided education on many process improvement functions to include massive blood transfusion and the continued focus on infection prevention.

The Quality Department, Human Resource Department and Nursing Departments work closely with the Education Department, to identify topics that are appropriate to provide for continuing education.

Program Management

Policies and Procedures

Policies and Procedures were reviewed and update as needed in July of 2020. We completed the 5 year renewal of our CE Providership on July 31, 2020. Policies were reviewed in July of 2023 with minimal revision.

Needs Assessment

Evaluation forms at each CE program offer attendees an opportunity to list topics for education that are of interest to them. The hospital leadership group has been surveyed to determine desired topics for education that occurs at Leadership Lunch and Learn sessions. Topics are often geared toward leadership topics, applicable within the respective units. CE may be offered when the Lunch and Learn session offers leadership topics.

Offerings

From July 1, 2023 through June 30, 2024, a total of 16 classes with 68 interactive classroom hours offered and a total of 401 CEUs awarded. RNs were awarded 390.5 CEUs and 10.5 CEUs were awarded to APRNs.

Total Program Evaluation

We continue to utilize both electronic, and face to face delivery for staff education. The convenience of the electronic method is well received by staff, and is used for hospital wide in-services, as well as departmental classes. Make-up for mandatory events is routinely done electronically.

This past year, face to face events were used for CPR/BLS, ACLS, PEARS, PALS, TNCC, and Neonatal Resuscitation. We had the TNCC class provided at SBAMII but by another company.

Respectfully submitted,

Cecilia Goebel, RN,
Chief Nursing Officer/Program Coordinator
Susan B. Allen Memorial Hospital
720 W. Central Ave.
El Dorado, KS. 67042

**Susan B. Allen Memorial Hospital
Continuing Education Planning**

Name of Offering:

Documentation: Protecting your Patients and Yourself

Date:

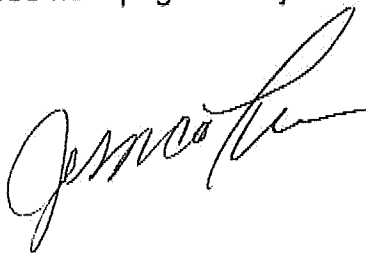
October 1 & 2 – total of 6 sessions, 1 hour each

CEU Planning/Development:

- Determine trends and gaps in nursing documentation
- Gather real life examples of how these gaps affect patient care, reimbursement
- Detail how nursing documentation can be used to substantiate or refute claims of malpractice
- Research nursing malpractice claims/cases that used nursing documentation as evidence. Gather case examples to demonstrate the impact of documentation (or omission of documentation)
- Review random sample of documentation here to identify common mistakes; share alternative options in how to document those situations
- Design slide show for the presentation

Total preparation time: 11 hours

See next page for objectives and bibliography

 M.S.N. R.N. N.Z.C.

Name of Offering:

Documentation: Protecting your Patients and Yourself

Objectives

- Describe events that should be documented
- Explain how nursing documentation can affect care decisions by the medical staff
- Describe how nursing documentation can affect the nurse
- List common mistakes in nursing documentation

Bibliography

- Brent, Nancy. (2018). Nurse documentation contributes to lawsuit dismissal. Nurse.com [blog].
- Curtin, Leah. (2014). Documentation: you've got a lot to lose. *American Nurse Today*. Retrieved from Documentation: You've got a lot to lose (myamericannurse.com)
- Giddens & Wolf v. Via Christi Regional Medical Center, Case No. 11 CV 3810, Oct. 2013.
- Hey, Rebecca. (2024). "Understanding the Difference Between Complain and Complaint." *Strategically* [blog]. Retrieved from Understanding the Difference Between Complain and Complaint (strategically.co)
- Saver, Cynthia. (2024). Do's and don'ts of defensive documentation. Nebraska Nurse Association newsletter. Retrieved from Do's and don'ts of defensive documentation (myamericannurse.com)
- Spitzer, Pia. (2024). Standards of care and defensive charting for nurse professionals [live presentation 08/15/2024]. Kansas state Nurses Association & the Midwest Multistate Division.

 Pamela L. [unclear] MA, SW, RN, NE-BC

SUSAN B. ALLEN MEMORIAL HOSPITAL OFFICIAL DEPARTMENT EVENT

(This notice must be given to employees a minimum of 14 days prior to the in-service date)

This event is required by a safety/accreditation agency and/or by the Hospital for staff education and training. Attendance at this event is mandatory and will provide credit applicable to the Performance Appraisal.

Event: NURSING COMPETENCY

Each session will be 90 minutes total time (1 hour in class, then 30 minutes doing skills check-offs). The class is mandatory for nurses, but aides and techs are welcome to join. Nurses will get 1.0 CEs toward their license renewal for this class.

The skills check-offs are mandatory for nurses and aides/techs.

Date(s) of Event: October 1st and 2nd, 2024

The class will start in the HEC at the times listed below. After class, the skills check-offs are in the Flinthills/Bluestem rooms.

Class Title: Documentation: Protecting your Patients and Yourself

Class Times(s)

October 1 st	October 2 nd
07:30	07:30
10:00	12:30
14:00	
17:00	

Rooms: HEC - 1 hour class for Nurses

FLINT HILLS and BLUESTEM ROOMS for Skills Check-Off following class

Susan B. Allen Memorial Hospital is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering, titled Documentation: Protecting your Patients and Yourself, is approved for 1.0 contact hours for RN and LPN relicensure. KS Provider No. LT 0074-0349.

Pre-registration required: YES

To Pre-register: Sign-up sheets are in the Library on 1st floor across from surgery by end of day Friday, September 27, 2024.

Online: Relias Modules: Use Google Chrome to access website: sbamh.training.reliaslearning.com

If you cannot attend or complete this in-service as scheduled please notify your Department Director as early as possible prior to the in-service. With the Director's approval you may complete the make-up of the in-service within 30 days of the scheduled program. If you do not complete this mandatory requirement within 30 days, you will be subject to disciplinary action.

Date of this announcement by E-mail to dept. staff: Tuesday, September 3, 2024

Date of this announcement posted on bulletin board: Tuesday, September 3, 2024

**SUSAN B. ALLEN MEMORIAL HOSPITAL
PROGRAM EVALUATION
October 1 & 2, 2024**

Title: "Documentation: Protecting your Patients and Yourself"

Presented by: Jessica Turner, MSN, RN, NE-BC

Objectives:

At the end of this session, participants will be able to:

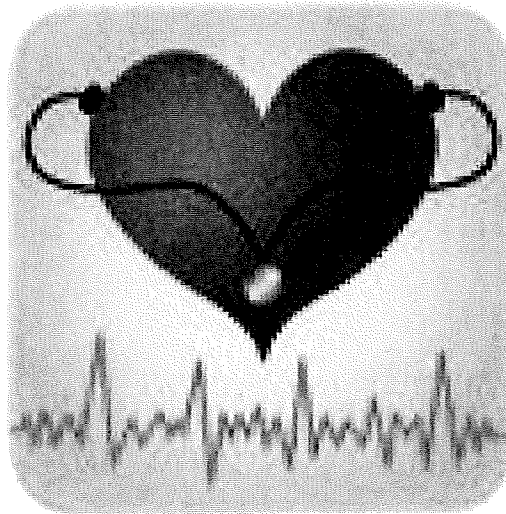
Objectives:	MET	NOT MET	
Describe events that should be documented			
Explain how nursing documentation can affect care decisions by the medical staff			
Describe how nursing documentation can affect the nurse			
List common mistakes in nursing documentation			
Presenter:	AGREE	NEUTRAL	DISAGREE
Program was well organized.			
Concept can be applied to my job.			
Program was valuable.			
Material was understandable.			
Presentation was directed to the audience.			
Audience participation was allowed.			
Presentation was interesting.			

TWO THINGS I LEARNED FROM THIS PROGRAM ARE:

WHAT IMPROVEMENTS TO THE PROGRAM WOULD YOU SUGGEST?

WHAT ARE FUTURE TOPICS YOU WOULD BE INTERESTED IN?

OTHER COMMENTS:



2024 ACLS SCHEDULE

Classes are held in the HEC unless noted.
Class begins at 0900 Monday and Tuesday.

January 9 & 10
February 28 & 29
April 9 & 10
July 10 & 11
October 8 & 9

Class size is limited to 12

Susan B. Allen Memorial Hospital is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for 5.0 contact hours for APRN, RN, and LPN relicensure. KS Provider No. LT 0074-0349.

**Susan B. Allen Memorial Hospital
Continuing Education Planning**

Name of Offering:

Advanced Cardiovascular Life Support – American Heart Association curriculum

Dates:

January 9 & 10, 2024
February 28 & 29, 2024
April 9 & 10, 2024
July 10 & 11, 2024
October 8 & 9, 2024

Time: 09:00

CEU Planning/Development:

Instructors will be trained and certified to teach the American Heart Association's ACLS curriculum. They will follow the prescribed teaching methodology and recommended agenda provided by the AHA. At SBAMH, instructors are certified through LifeSaver Learning every two years.

Learning activities will include hands-on simulation of all megacode job roles, and practice through several megacode scenarios.

Job roles that require attendance at ACLS include:

ICU Nurses
ED Nurses
Surgery Nurses
Patient Care Coordinators (House Supervisors)

Others may attend as space in class allows.

Bibliography:

American Heart Association. (2020). Advanced Cardiovascular Life Support Provider Manual, 17th Edition. South Deerfield, MA: Channing L Bete Co Inc.

Agenda for ACLS COURSE PLUS BLS CARD

09:00 Welcome, Introductions, Course Administration and Collect Precourse Self-Assessment (accessed via eLearning.heart.org, must have a passing score 70% or greater)		
09:15 High-Quality BLS: Child/ Adult Choking Infant Choking 2 Rescuer Infant CPR and Bag-Mask Ventilation Practice/ Testing Adult CPR and AED Practice Airway Management		
09:45 Instructional Video: High- Performance Teams Systems of Care Science of Resuscitation Systematic Approach CPR Coach Recognition: Signs of Clinical Deterioration Algorithms		
Optional: Acute Coronary Syndromes, Stroke, Intraosseous and Coping with Death		
10:45 Questions/ Answers- Review		
11:00 Lunch		
Optional: Crash Cart Review- Supplies, Meds, Rhythms and Capnography		
<i>Divide class into 2 groups</i>	Group 1	Group 2
11:30	Practice/ Testing	Practice/ Testing
	Preventing Arrest: Bradycardia and Tachycardia (Stable and Unstable)	Airway Management
	Cardiac Arrest and Post- Cardiac Arrest Care	Cardiac Arrest and Post- Cardiac Arrest Care
	Testing Station: Megacode Testing	Testing Station: High-Quality BLS with AED
1:00 Written Exam ACLS		
2:00 Written Exam BLS		
3:00 Class Ends/ Remediation		

ADVANCED CARDIOVASCULAR LIFE SUPPORT

Course Objectives

After successfully completing this course, students should be able to:

1. Define systems of care.
2. Apply the BLS, Primary, and Secondary Assessments sequence for a systematic evaluation of adult patients.
3. Discuss how the use of a rapid response team (RRT) or medical emergency team (MET) may improve patient outcomes.
4. Discuss early recognition and management of ACS, including appropriate disposition.
5. Discuss early recognition and management of stroke, including appropriate disposition.
6. Recognize bradycardias and tachycardias that may result in cardiac arrest or complicate resuscitation outcome.
7. Perform early management of bradycardias and tachycardias that may result in cardiac arrest or complicate resuscitation outcome.
8. Model effective communication as a member or leader of a high-performance team.
9. Recognize the impact of team dynamics on overall team performance.
10. Recognize respiratory arrest.
11. Perform early management of respiratory arrest.
12. Recognize cardiac arrest.
13. Perform prompt, high-quality BLS including prioritizing early chest compressions and integrating early automated external defibrillator (AED) use.
14. Perform early management of cardiac arrest until termination of resuscitation or transfer of care, including post-cardiac arrest care.
15. Evaluate resuscitative efforts during a cardiac arrest through continuous assessment of CPR quality, monitoring the patient's physiologic response, and delivering real-time feedback to the team.

Sherry Wiseman

Summary:

I have been a healthcare professional for nineteen years. Fifteen of those years, I have worked as a Registered Nurse in a variety of settings including: Medical Surgical, Obstetrics (including Labor and Delivery), Intensive Care, ASU, PACU, ER, Pediatrics, and as House Supervisor. I am a Licensed Registered Nurse (RN), nursing leader and educator motivated to improve patient safety and satisfaction. Seeking to educate staff to better prepare them and give them the tools they need to succeed, to be better prepared in an emergency setting and to become a more confident nurse.

Work Experience:

2008 to Present – Registered Nurse

Susan B Allen Memorial Hospital

- Provide exceptional care to patients and family
- Provide leadership in the house supervisor role and mentor for staff
- Track and adjust Timekeeping for the PCC department
- Familiar with lots of different policies and know how to look up the policy if I'm not completely sure
- Easy to approach for questions and ability to orientate and teach staff
- Very teachable, can catch on to new tasks quickly
- Strive to improve Pediatric Care and educate staff
 - Currently on OB/PEDS committee
 - Changed Policy's to help improve pediatric outcomes and care
 - Brought PEWS assessment scoring to hospital to better patient outcomes
 - Certified Pediatric Nurse (CPN) since 2018
- Served on a Hospital Wide Quality Team for 2 years
- Instructor Certified
 - Teach PALS, PEARS, & NEONATAL RECUSITATION
- Fully Trained for Labor/Delivery and Postpartum/ Newborn care
- Fully Trained in ER, ICU, PACU, ASU, and Medsurg
- Trained at Sono guided IV and can insert PICC and Midlines
- Very flexible and confident
- Excellent computer skills and understanding new programs
- Strong professional relationships with physicians and other leaders of the hospital
- Experience with running codes and responding to Rapid Response calls
- Provide educational material at nursing competencies
- Volunteered to organize department activities (ex: Easter egg hunt)
- Member of EATS (Employee Appreciation Committee)
- Attended HCAPS conference in Denver Colorado
- Taught classes in the Hospital Residency Program

Email: swiseman@sbamh.org

Phone: 620-344-0153

Location: Eldorado, KS

2001-present – Registered Nurse

Bluestem USD 205 Schools- School Nurse Substitute

- Work with all kids Pre-K to 12
- Trouble shoot medical issues
- Administer medications
- Provide care to children with injuries/ illnesses
- Communication with parents

2004-2008 – Certified Nurse Aid

Newman Regional Health- rehab unit

- Provided exceptional patient care
- Bathed patient's and provide assistance with general care
- Obtain Vital Signs
- Encouraged patient's to be independent, but gave them support if they needed it
- Encouraged ADL's
- Safety was a high concern

2004-2008 – Certified Nurse Aid

Holiday Resort

- Provide exceptional patient care
- Met residence needs
- Bathed residents and provide assistance with general care
- Use of multiple lift systems for safety

Education:

Bachelor of Science in Nursing- Emporia State University

Skills:

Strong Leader

Good Listener

Excellent time management

Multitask easily

Team player

Excellent computer skills and timely documentation

Excellent at appropriate delegation

Good understanding of the workflow in multiple units of the hospital

Excellent at IV starts including pediatrics, can do Sono IV's and insert PICC lines

Instructor for pediatric and neonatal classes

Excellent at keeping rapport between staff and the units to make the hospital run smoothly.

Email: swiseman@sbamh.org

Phone: 620-344-0153

Location: Eldorado, KS

License and Certifications:

Bachelors in Science of Nursing- RN- State of Kansas 2008- present

Basic Life Support (BLS)- current

Advanced Life Support (ACLS)- current

Pediatric Life Support (PALS)- current

PALS instructor: instructor number (08140266430)

Pediatric Emergency Assessment Recognition Stabilization (PEARS)- current

PEARS instructor: instructor number (08140266430)

Neonatal Resuscitation Provider (NRP)- current

NRP instructor: Instructor Number (4hu1cxt71o6wscuqodtxmxw exp:10/31/26)

Certified Pediatric Nurse (CPN) 2018-current

TNCC - current

TAMMI CLINE

46 NE Northcrest Rd

Eldorado, KS 67042

Professional Summary

Dedicated RN with over 30 years' experience. Combining management and direct patient care for 18 years as the ICU Clinical Supervisor and currently as the ED Director. I am looking for a position where I can provide exemplary customer service through process improvement, and employee training and coaching. I am a results-oriented professional who is highly motivated to complete projects and achieve goals in a timely manner. I strive to provide patients with evidenced based quality care and courteous stay while administering the best and most successful treatment.

Experience

RN/ED Director and Emergency Management - Susan B Allen Memorial Hospital - Eldorado KS

September 2022 to current

- Attends community Emergency Management meetings.
- Collaborates with EMS, Fire and the Refinery to conduct drills and education for the hospital.
- Continues as a resource for the ICU, but completes the same duties in the ED.

RN/ICU Clinical Supervisor

April 1995 to September 2022

- Provided direct quality patient and family care.
- Supervised and trained staff in proper patient care.
- Scheduled employees and reviewed time records to staff the ICU department.
- Maintained staffing through interviews and hiring request as well as agency nurse requests.
- Focused on quality improvements.
- Conducted performance evaluations.
- Provided orientation for new employees.
- Instructed continued education classes such as ACLS, CPR, PALS, PEARS for staff.
- Document retention.
- Assisted in department MSDS program.
- Conducted mock STEMI and code blue drills.
- Completed safety checks for the ICU department as required.
- Interim director for the Emergency Room and two Urgent Cares.
- House supervisor as needed.

Nursing - Knutson Manor – Eldorado KS

January 1989 to November 1994

- CNA, completed all duties within the scope of practice.
- CMA, Passed out medications and administered treatments and dressing changes as prescribed.

- Charge Nurse, Supervising and directing the care of 60-120 residents.
- Delegated staff to perform necessary duties.
- Completed admissions, nursing assessments.
- Completed rounds on every patient daily to ensure proper care had been provided.
- DON, supervised over 40 nursing staff, Infection control, MDS coordinator, educated, scheduled, completed medical records, discharges and several more various duties.

Nursing – Regency Healthcare – Eureka KS

July 1988 to December 1988

- CNA, performed nursing duties including patient turning, bathing, eating, bathroom, vital signs, specimen collection, charting, and various other duties.

Skills / Certifications / Memberships

- | | |
|---|--------------------------------|
| - CCRN Certification | - NPR |
| - Progressive Care Certified Nurse | - Decon Team Member |
| - Certified Cardiovascular Care Coordinator | - Quality Management Skills |
| - CPR Instructor | - AACN Membership |
| - ACLS Instructor | - ENA Membership |
| - PALS/PEARS Instructor | - P&T Committee Member |
| - TNCC | - Code Blue Committee Chairman |

Education

Bachelor of Science: Nursing

May 1993 Kansas Newman College, Wichita KS

High School Diploma

May 1988 Enterprise Academy High School, Enterprise KS

Certified Nurse Aide/Certified Medication Aide

Butler County Community College, El Dorado KS

Achievements

- Initiated and developed the Rapid Response Team
- Assisted with the forms and protocols for the STEMI Alert and Chest Pain Center
- Certified Cardiovascular Care Coordinator for Chest Pain Center
- Assisted with design of ICU/MS units and participated on the Renovation Committee
- Assisted with updating the ER, ICU and Emergency Management policies and protocols

ACLS Classroom Course Evaluation



American Heart Association.

Date _____ Instructor(s) _____

Training Center _____ Location _____

Please answer the following questions about your **Instructor**.

My Instructor:

1. Provided instruction and help during my skills practice session
 - a. Yes
 - b. No
2. Answered all of my questions before my skills test
 - a. Yes
 - b. No
3. Was professional and courteous to the students
 - a. Yes
 - b. No

Please answer the following questions about the **course content**.

1. The course learning objectives were clear.
 - a. Yes
 - b. No
2. The overall level of difficulty of the course was
 - a. Too hard
 - b. Too easy
 - c. Appropriate
3. The content was presented clearly.
 - a. Yes
 - b. No
4. The quality of videos and written materials was
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
5. The equipment was clean and in good working condition.
 - a. Yes
 - b. No

Please answer the following questions about your **skill mastery**.

1. The course prepared me to successfully pass the skills session.
 - a. Yes
 - b. No
2. I am confident I can use the skills the course taught me.
 - a. Yes
 - b. No
 - c. Not sure

3. I will respond in an emergency because of the skills I learned in this course.

- a. Yes
- b. No
- c. Not sure

4. I took this course to obtain professional education credit or continuing education credit.

- a. Yes
- b. No

Optional questions:

Have you previously taken this course via another method, such as in a classroom or online?

Which learning method do you prefer and why?

Were there any strengths or weaknesses of the course that you would like to comment on?

What would you like to see in future courses developed by the AHA?

After Completing This Evaluation

Please return this evaluation to your Instructor before you leave the class.

Alternatively, you can send the evaluation to your Instructor's Training Center. Ask your Instructor for the contact information.

If you have significant problems or concerns with your course, please contact the AHA at 877-AHA-4CPR.

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Nursing CE Central

Name of Program Coordinator: Shane Sloan and Marjorie Valle

Date Received: August 20, 2024

Date to CNE Committee: December 2024

_____ **Approved**

_____ **Not Approved:** _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Marjorie Valle & Shane Clone	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ” 	X	
<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual 	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		X
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		X

<ul style="list-style-type: none"> The participant's name and license number, and the number of contact hours awarded 		X
<ul style="list-style-type: none"> The title of the offering 		X
<ul style="list-style-type: none"> The date on which the offering was completed 		X
<ul style="list-style-type: none"> Either the completion of a posttest or a return demonstration 		X
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
<ul style="list-style-type: none"> The provider's name, address and provider number 	X	
<ul style="list-style-type: none"> The title of the offering 	X	
<ul style="list-style-type: none"> The date or dates of attendance or completion 	X	
<ul style="list-style-type: none"> The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded 	X	
<ul style="list-style-type: none"> The signature of the individual responsible for the providership 	X	
<ul style="list-style-type: none"> The name and license number of the participant 	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
<ul style="list-style-type: none"> A summary of the planning 	X	
<ul style="list-style-type: none"> A copy of the offering announcement or brochure 	X	
<ul style="list-style-type: none"> The title and objectives 	X	
<ul style="list-style-type: none"> The offering agenda or, for independent study, pilot test results 	X	
<ul style="list-style-type: none"> A bibliography 	X	
<ul style="list-style-type: none"> A summary of the participants' evaluations 	X	
<ul style="list-style-type: none"> Each instructor's education and experiences 	X	
<ul style="list-style-type: none"> Documentation to verify completion of the offering 	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 Controlled Substances	#2 Transitioning to the Nurse

		Educator Role
• A summary of planning	X	x
• A copy of the offering announcement or brochure	x	X
• The title and behavioral objectives	x	x
• The offering agenda or, for independent study, pilot test results	Mergener Formula	Mergener Formula
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Application reviewed and approval checklist completed by Carol Moreland, MSN, RN

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Reference No.: 25796 **Date submitted:** Aug 20 10:18 2024

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www.ksbn.org

radio ~ Initial Application

Providername ~ Nursing CE Central

providernum ~ ~

legalbody ~ ~

address ~ PO BOx 14095

adress2 ~ Cincinnati, Ohio 45250

telephone ~ 8773437171

email ~ marjorie@nursingcecentral.com

coordinator ~ Marjorie Valle

date ~ 08-20-2024

planningce ~ Please see attachment as attachment has all the required information

feeassessment ~ Please see attachment as attachment has all the required information

advertisement ~ Please see attachment as attachment has all the required information

approvalprocess ~ Please see attachment as attachment has all the required information

contacthours ~ Please see attachment as attachment has all the required information

verifycompletion ~ Please see attachment as attachment has all the required information

recordkeeping ~ Please see attachment as attachment has all the required information

noticeofchange ~ Please see attachment as attachment has all the required information

programevaluation ~ Please see attachment as attachment has all the required information

Submission date ~ 08-20-2024 10:18:40

Form ID ~ 1672730

Kansas CE Provider Application – Revised Changes

Organization: Nursing CE Central LLC

Website: nursingcecentral.com

Main Program Coordinator: Shane Slone DNP, AGAC-NP

Title of Main Program Coordinator: President and CEO of Nursing CE Central

Secondary Program Coordinator: Marjorie Valle DNP, MSN-Ed, RN

Title of Secondary Program Coordinator: Nurse Planner and Project Manager

Contact Information: marjorie@nursingcecentral.com

Address:

PO Box 14095 Cincinnati, Ohio 45250

Phone number: 1 877 343 7171

Long-Term Continuing Nurse Education Provider Application

Summary of Participants Evaluation:

Participants are required to complete a survey through SurveyMonkey (embedded in the course) to receive their certificate. The following is an example:

Rate your improved ability on the following outcomes as a result of taking this course:

Question	Strongly Disagree	Disagree	Neither disagree of agree	Agree	Strongly Agree
I am able to describe commonly prescribed opioids for pain management and understand their side effects and indications of use					
I am able to understand the safe prescribing practices for opioids					
I am able to identify common opioids used to treat addiction disorders					
The instructor demonstrated knowledge in the subject area and presented the content clearly and without bias.					

Was the information presented in a way that was conducive to learning and did it meet the learning outcomes outlines in the beginning of the course?

- Yes
- No

Do you believe the information presented in this course will enhance your nursing practice?

- Yes
- No

How could this course be improved in order to better meet your learning needs?

Did you have any issues with the online format, such as slow loading, login issues, or any other technical issues? If so, please describe them here:

Would you like to leave any additional feedback about your learning experience?

We are always adding new content and materials. What additional topics or subjects would you request be offered (if any)?

Sample Statistical Summary of Offerings

#	Course ID	Course Name	Published	Updated	Total Completions
1	63478	2023 California Renewal Bundle	07/11/2023	01/10/2024	644
2	59476	2023 Florida Renewal Bundle	01/02/2023	01/12/2024	158
3	71626	2023 Georgia Renewal Bundle	10/02/2023	02/06/2024	138
4	59935	2023 Illinois Renewal Bundle	01/11/2023	01/11/2024	40
5	59845	2023 Kentucky Renewal Bundle	01/10/2023	01/11/2024	4
6	59417	2023 Louisiana Renewal Bundle	01/02/2023	01/18/2024	53
7	62265	2023 Massachusetts Renewal Bundle	06/26/2023	01/12/2024	164
8	59704	2023 Michigan Renewal Bundle - Part 2	01/03/2023	01/11/2024	379
9	64817	2023 Michigan Renewal Bundle - Part 3	07/26/2023	01/11/2024	271
10	59445	2023 Minnesota Renewal Bundle	01/02/2023	01/11/2024	139

#	Course ID	Course Name	Published	Updated	Total Completions
11	59460	2023 Mississippi Renewal Bundle	01/02/2023	01/11/2024	3
12	60618	2023 New Jersey Renewal Bundle	02/17/2023	01/09/2024	108
13	59385	2023 North Carolina Renewal Bundle	01/02/2023	02/01/2024	105
14	59821	2023 Ohio Renewal Bundle	01/10/2023	01/11/2024	25
15	59428	2023 Pennsylvania Renewal Bundle	01/02/2023	01/11/2024	49
16	59515	2023 Texas Renewal Bundle	01/02/2023	01/11/2024	310
17	59217	2023 Updated Renewal Bundle	01/02/2023	02/01/2024	2,654
18	59402	2023 Virginia Renewal Bundle	01/02/2023	01/05/2024	31
19	62366	2023 Washington Renewal Bundle	06/29/2023	01/12/2024	95
20	33561	A Nurses Guide: How to Deal with Difficult Patients	04/22/2021	02/09/2024	5,345
21	32291	A-Fib and Stroke Risk	04/08/2021	02/03/2023	3,117
22	36430	Adenovirus Infection in Pediatric Populations	06/04/2021	02/07/2023	1,591
23	31103	Administration of Blood Products	04/07/2021	02/03/2023	1,767
24	75656	Alabama Renewal Bundle	01/12/2024	01/22/2024	168
25	29951	Alzheimer's Nursing Care	03/18/2021	02/10/2023	1,923
26	81433	Antibiotic Use in UTI	02/23/2024	02/23/2024	1
27	79976	Anticoagulant Therapy	02/03/2024	02/22/2024	6
28	81154	Asthma Treatment and Monitoring	02/19/2024	02/19/2024	2
29	36016	Attention Deficit Hyperactivity Disorder: ADHD in Children	05/21/2021	02/07/2023	1,918
30	77019	Basic Ventilator Management	12/14/2023	02/05/2024	457
31	30402	Bioterrorism in Nursing	03/23/2021	02/03/2023	1,369
32	24542	Breastfeeding and Baby Friendly Hospitals	07/08/2020	05/12/2023	1,252
33	72155	Bullying In Nursing	10/16/2023	10/17/2023	907
34	68317	California APRN Course Bundle	09/01/2023	09/11/2023	16
35	62762	California Implicit Bias Training	07/07/2023	12/12/2023	1,054

#	Course ID	Course Name	Published	Updated	Total Completions
36	75548	California Renewal Bundle	01/08/2024	01/10/2024	3,417
37	67376	California Schedule II Controlled Substances and Risk of Addiction	09/01/2023	09/06/2023	5
38	76930	Caregiver Strain and Burden: How Nurses Can Provide Support	12/15/2023	12/15/2023	536
39	39411	Caring for Pediatric Hospice Patients	08/10/2021	02/09/2023	686
40	24487	Caring for Pediatrics With Developmental Delays	07/07/2020	02/28/2022	423
41	72434	Charge Nurse Guide to Success	10/20/2023	02/05/2024	714
42	24551	Chest Tubes Nursing Care	07/08/2020	02/25/2022	2,093
43	24514	Childhood Asthma Treatment and Prevention	07/07/2020	02/16/2022	330
44	60023	Connecticut Mental Health Training	01/31/2023	02/14/2023	184
45	72124	Constipation Management and Treatment	10/16/2023	10/16/2023	576
46	68220	Controlled Substances	09/01/2023	09/01/2023	9
47	24409	Coronavirus: Nursing Considerations	07/07/2020	02/28/2024	677
48	58211	Cultural Competence in Nursing	12/06/2022	02/10/2023	959
49	64438	Delaware Substance Abuse	07/24/2023	08/03/2023	156
50	35353	Developing a Quality Nursing Preceptorship Program	05/13/2021	02/06/2023	318
51	76449	Diabetes Management Updates	12/13/2023	01/17/2024	314
52	38013	Differentiating Arterial vs. Venous Ulcers	06/25/2021	02/08/2023	533
53	39245	Differentiating Cognitive Aging and Dementia	08/10/2021	02/09/2023	1,245
54	24606	Drains: Everything You Need to Know	07/08/2020	05/12/2023	1,141
55	32691	Effective Communication in Nursing	04/08/2021	02/06/2023	509
56	40126	Emergency Response in the Correctional Setting	08/26/2021	02/05/2024	194
57	24624	End of Life Care for Geriatric Patients	07/08/2020	02/15/2024	1,851
58	35651	End-of-Life Process	05/13/2021	02/06/2023	420
59	36186	Endovascular Thrombectomy and Its Role in Ischemic Stroke Treatment	05/21/2021	02/07/2023	428
60	36588	Ensuring Patient Confidentiality in Nursing	06/04/2021	02/07/2023	1,315

#	Course ID	Course Name	Published	Updated	Total Completions
61	38113	Ethical Decisions in Nursing Management	06/28/2021	02/02/2024	542
62	37281	Ethics for the Telehealth Nurse	06/16/2021	02/02/2024	403
63	36625	Everything Nurses Should Know About Massive Transfusion Protocols	06/04/2021	02/07/2023	537
64	25571	Florida Domestic Violence	08/03/2020	02/26/2024	1,119
65	25573	Florida HIV/AIDS	08/03/2020	02/28/2024	1,362
66	25566	Florida Laws and Regulations	08/03/2020	02/02/2023	1,492
67	25564	Florida Medical Errors Prevention	08/03/2020	02/03/2024	1,398
68	25569	Florida Recognizing Impairment in the Workplace	08/03/2020	02/02/2024	1,094
69	75595	Florida Renewal Bundle	01/12/2024	01/12/2024	1,202
70	24569	Flu Treatment, Symptoms, and Red Flags	07/08/2020	02/02/2024	913
71	38841	Following a DNR: An Ethical Dilemma in Nursing	07/28/2021	02/09/2023	573
72	75517	Georgia LPN Renewal Bundle	01/11/2024	01/12/2024	13
73	75513	Georgia RN Renewal Bundle	01/05/2024	01/12/2024	415
74	71195	GI Bleed: An Introduction	09/28/2023	09/28/2023	190
75	74592	Heart Failure Updates	11/16/2023	11/16/2023	254
76	30886	HIV/AIDS	03/24/2021	02/03/2023	292
77	81356	Hormone Replacement Therapy	02/23/2024	02/23/2024	1
78	76558	Hospice and Palliative Care: What's the Difference?	12/12/2023	12/12/2023	277
79	37127	How Nursing Leadership and Management Can Improve Staff Engagement	06/11/2021	02/08/2023	109
80	36143	How to Reduce New Nurse Turnover	05/21/2021	02/07/2023	418
81	38084	How to Succeed in Nursing Management	06/28/2021	02/08/2023	334
82	36401	How to Support a Patient with a New Cancer Diagnosis	05/28/2021	02/07/2023	593
83	27187	Human Trafficking	01/04/2021	02/06/2024	178
84	26660	Human Trafficking - Florida	12/07/2020	01/17/2024	1,190
85	26732	Human Trafficking - Michigan	12/09/2020	02/03/2023	2,167

#	Course ID	Course Name	Published	Updated	Total Completions
86	35378	Hyperbilirubinemia in Pediatrics	05/05/2021	02/06/2023	557
87	74768	Hypertension (HTN) Management Updates	11/16/2023	11/16/2023	498
88	31879	Identification and Treatment of Alcohol Withdrawal in the Correctional Setting	04/22/2021	02/03/2023	98
89	38940	Identifying & Managing Illicit Drug Use in Adolescents	07/28/2021	02/09/2023	613
90	39150	Identifying the Signs of Increased ICP	07/28/2021	02/09/2023	353
91	39091	Identifying, Treating, and Managing Seizures in Children	07/28/2021	02/09/2023	394
92	59772	Illinois Alzheimer's and Dementia Training	01/10/2023	02/14/2023	1,245
93	44210	Illinois Implicit Bias Training	01/25/2022	02/10/2023	985
94	75659	Illinois Renewal Bundle	01/11/2024	01/16/2024	950
95	24418	Illinois Sexual Harassment Training for Nurses	07/07/2020	02/06/2024	356
96	31132	Importance of Patient Education in the Early Recognition of STEMI	04/08/2021	02/03/2023	247
97	27390	Infection Control and Barrier Precautions	03/18/2021	01/16/2024	733
98	31154	Initial Management of Patients with STEMI	04/09/2021	02/03/2023	416
99	66087	Kentucky Domestic Violence	09/08/2023	09/08/2023	109
100	54951	Kentucky Implicit Bias Training	07/09/2022	07/07/2023	87
101	75502	Kentucky Renewal Bundle	01/11/2024	01/11/2024	48
102	79782	Kentucky SANE Guidelines for Pediatric/Adolescent Populations	02/02/2024	02/06/2024	4
103	55229	Kentucky Suicide Prevention	07/14/2022	06/29/2023	136
104	37388	Key Concepts of Critical Thinking in Nursing	06/18/2021	02/08/2023	754
105	25543	LGBTQ+ Cultural Competence	08/03/2020	11/06/2023	267
106	24614	Liver Transplant Nursing Care	07/08/2020	01/16/2024	265
107	75534	Louisiana Renewal Bundle	01/05/2024	01/12/2024	109
108	32736	Managing Children with Behavioral Health Issues Presenting to the ED	04/22/2021	02/06/2023	296
109	38191	Managing Conflict in a Nurse Leader Role	07/02/2021	02/09/2023	355
110	39071	Managing Surgical Site Infections	07/28/2021	02/09/2023	419

#	Course ID	Course Name	Published	Updated	Total Completions
111	75566	Massachusetts Renewal Bundle	01/12/2024	01/12/2024	520
112	81227	MATE Act Training Bundle	02/23/2024	02/23/2024	2
113	24577	Measles	07/08/2020	02/02/2024	254
114	67759	Medication Assisted Treatment (MAT)	09/01/2023	09/01/2023	2
115	28615	Mental Health Conditions Common to Veterans	03/08/2021	02/03/2023	251
116	59489	Michigan Implicit Bias Training	12/30/2022	02/10/2023	2,141
117	59627	Michigan Renewal Bundle - Part 1	01/02/2023	02/02/2024	2,082
118	75579	Michigan Renewal Bundle - Part 2	01/10/2024	01/12/2024	1,269
119	75584	Michigan Renewal Bundle - Part 3	01/10/2024	01/10/2024	991
120	59719	Michigan Renewal Bundle - Part 3 (27HR)	01/03/2023	07/26/2023	1
121	27328	Michigan: Pain and Symptom Management for Nurses	01/04/2021	02/14/2024	516
122	75560	Minnesota LPN Renewal Bundle	01/12/2024	01/12/2024	32
123	75555	Minnesota RN Renewal Bundle	01/10/2024	01/12/2024	407
124	75553	Mississippi Renewal Bundle	01/10/2024	01/12/2024	6
125	76148	Navigating Difficult End of Life Conversations	12/08/2023	12/08/2023	154
126	74742	Negative Pressure Wound Therapy (Wound VAC)	11/16/2023	03/01/2024	127
127	43688	Nevada Cultural Competence in Nursing (DEI Requirement)	01/05/2022	09/26/2023	95
128	71949	Nevada Cultural Competence in Nursing (DEI Requirement)	10/09/2023	10/09/2023	230
129	75527	New Jersey Renewal Bundle	01/05/2024	01/19/2024	466
130	75704	New York Renewal Bundle	01/08/2024	01/17/2024	296
131	26426	New York State Infection Control Training for Nurses	11/10/2020	12/20/2023	368
132	80286	Non-Opioid Chronic Pain Management	02/08/2024	02/08/2024	2
133	75531	North Carolina Renewal Bundle	01/05/2024	01/17/2024	942
134	80753	Nurse Advocacy in Elder Abuse	02/13/2024	02/15/2024	324
135	71843	Nurse Burnout	10/05/2023	10/05/2023	118

#	Course ID	Course Name	Published	Updated	Total Completions
136	24475	Nursing Care of Pediatric Patients by Stage of Development	07/07/2020	02/18/2022	139
137	24595	Nursing Documentation 101	07/08/2020	12/12/2023	372
138	36324	Nursing Ethics	05/28/2021	02/07/2023	289
139	39463	Nursing Interventions for Acute Pain Management	08/12/2021	02/05/2024	1,033
140	24495	Nursing Interventions for Sepsis: Fluid Management	07/07/2020	02/02/2024	200
141	74921	Nutritional Interventions to Promote Wound Healing	12/13/2023	12/13/2023	169
142	70258	NY Identification and Reporting of Child Abuse and Maltreatment	09/18/2023	12/20/2023	231
143	68332	Ohio APRN Renewal Bundle	09/02/2023	02/27/2024	3
144	32342	Ohio Nurse Practice Act	04/06/2021	07/17/2023	165
145	75542	Ohio Renewal Bundle	01/11/2024	01/12/2024	107
146	38241	Oncological Emergencies: Recognize and Respond	07/07/2021	02/09/2023	174
147	24560	One Hour Sepsis Bundle	07/08/2020	02/02/2024	300
148	25533	Opioid Abuse	08/01/2020	02/06/2024	236
149	79731	Opioid Prescribing for Chronic Pain	02/01/2024	02/01/2024	1
150	80988	Oral STI Medications	02/16/2024	02/22/2024	1
151	64352	Oregon Cultural Competence in Nursing (DEI Requirement)	07/24/2023	09/28/2023	102
152	72717	Ostomy Management	10/26/2023	02/05/2024	102
153	35685	Pain Management in Newborns	05/13/2021	02/06/2023	347
154	27703	Pain Management in Nursing	03/02/2021	03/01/2024	531
155	74395	Patient Education Strategies	11/14/2023	11/14/2023	104
156	38160	Patient Safety and Surgical Error Prevention	07/02/2021	02/09/2023	140
157	30841	Pediatric Abusive Head Trauma - Kentucky	03/23/2021	02/03/2023	67
158	75570	Pennsylvania Renewal Bundle	01/10/2024	01/19/2024	266
159	38742	Performing a Full Neurological Assessment	07/15/2021	02/09/2023	198
160	76948	Pneumonia in Older Adults	12/14/2023	12/14/2023	64

#	Course ID	Course Name	Published	Updated	Total Completions
161	37593	Post Stroke Care: Immediate and Long-Term Management	06/25/2021	02/08/2023	155
162	38572	Postpartum Hemorrhage Management and Care	07/09/2021	02/05/2024	323
163	72988	Pressure Injury Prevention, Staging, and Treatment	11/02/2023	11/07/2023	175
164	36350	Pressure Ulcer Prevention in the OR	05/28/2021	02/07/2023	111
165	73209	Preventing Medical Errors	10/31/2023	10/31/2023	100
166	24586	Prone Position in ARDS	07/08/2020	02/02/2024	246
167	38708	Providing Quality Care as a Home Health Care Nurse	07/12/2021	02/05/2024	159
168	35987	PTSD in Nurses	05/21/2021	02/07/2023	425
169	77137	Quality Improvement for Nurses	12/18/2023	12/26/2023	548
170	38790	Recognizing Signs and Symptoms of Preeclampsia	07/15/2021	02/09/2023	250
171	36450	Recognizing the Signs of Impaired Tissue Perfusion in Trauma Patients	06/04/2021	02/07/2023	129
172	39602	Renal Failure Stages, Treatment, and Outcomes	08/18/2021	02/12/2024	186
173	59851	Rhode Island Substance Abuse	01/11/2023	07/20/2023	263
174	36133	Risk Stratification of a Pulmonary Embolism: What You Need to Know and Why	05/21/2021	02/07/2023	77
175	67606	Safe Prescribing of Opioids	09/01/2023	09/01/2023	2
176	70684	SANE Guidelines for Adult/Adolescent Populations	09/20/2023	09/22/2023	48
177	81130	Schedule II Controlled Substances and Risks of Addiction	02/19/2024	02/19/2024	1
178	37100	Screening for Postpartum Depression	06/11/2021	02/08/2023	272
179	35773	Screening for Suicide Risk Factors in Pediatrics	05/13/2021	02/07/2023	219
180	37646	Seizure Treatment and Management	06/25/2021	02/08/2023	125
181	67369	Semaglutide and Type 2 Diabetes	09/01/2023	09/01/2023	1
182	32520	Sexual Harassment Prevention	04/08/2021	02/06/2023	157
183	38218	Skin Tear Treatment for Elderly Patients	07/07/2021	02/09/2023	312
184	75629	South Carolina Renewal Bundle	01/05/2024	01/16/2024	601

#	Course ID	Course Name	Published	Updated	Total Completions
185	33084	Special Considerations for Patients with HF Undergoing Surgical Procedures	04/22/2021	02/06/2023	208
186	75091	Spinal Cord Injury: Bowel and Bladder Management	11/17/2023	02/05/2024	49
187	24924	TAVR Nursing Care	07/11/2020	02/02/2024	343
188	36335	TBI Treatment and Management in Nursing Care	05/28/2021	02/07/2023	116
189	70829	Telemetry and EKG Basics: Rhythm Recognition	09/25/2023	02/05/2024	403
190	71453	Testosterone Replacement Therapy	09/29/2023	09/29/2023	30
191	77587	Texas Human Trafficking Training	12/29/2023	01/05/2024	1,063
192	25462	Texas Nursing Forensics	07/27/2020	02/02/2023	917
193	25443	Texas Nursing Jurisprudence and Ethics	07/27/2020	02/02/2023	897
194	75545	Texas Renewal Bundle	01/11/2024	02/14/2024	1,444
195	38507	The Basics of Wound Healing	07/09/2021	02/09/2023	518
196	37837	The Challenges of a Nephrology Nurse	06/25/2021	02/02/2024	114
197	45461	The Comprehensive Online CCRN Review Course	03/02/2022	03/03/2023	4
198	37718	The Importance of Preconception Care	06/25/2021	02/08/2023	181
199	35617	The Relationship between Developmental Disabilities and Mental Health Issues	05/07/2021	02/06/2023	100
200	31737	The Role of a Nurse in the Correctional Setting	04/09/2021	02/03/2023	33
201	37773	The Role of a School Nurse During Medical Emergencies	06/25/2021	02/02/2024	217
202	37340	The Roles of a Hospice Nurse and Care Team	06/18/2021	02/08/2023	138
203	67865	Tirzepatide for Type 2 Diabetes and Weight Management	09/01/2023	09/01/2023	1
204	30927	Tourniquets 101	04/05/2021	02/03/2023	146
205	36048	Triage Nurse: Tips on Pediatric Patients	05/21/2021	02/07/2023	217
206	39189	Understanding AKIs and How to Treat Them	07/28/2021	02/05/2024	231
207	35714	Understanding and Caring for People with Schizophrenia	05/12/2021	02/06/2023	164
208	37064	Understanding ERAS Protocol and Its Utility in OB Nursing	06/11/2021	02/17/2023	66

#	Course ID	Course Name	Published	Updated	Total Completions
209	36003	Understanding Neonatal Abstinence Syndrome (NAS): Babies Addicted to Drugs	05/21/2021	02/07/2023	341
210	38983	Understanding Neonatal Hypoglycemia	07/28/2021	02/09/2023	173
211	33227	Understanding the Different Types of Strokes	04/22/2021	02/06/2023	153
212	36710	Understanding the Signs of Alcohol Abuse in Patients	06/08/2021	02/02/2024	485
213	37452	Understanding the Types of Anemia	06/25/2021	02/08/2023	242
214	38764	Understanding the Value of Group Prenatal Care	07/15/2021	02/17/2023	112
215	75700	Updated Renewal Bundle	01/04/2024	01/16/2024	315
216	35949	Utilizing Humor to Improve Pediatric Care	05/13/2021	02/07/2023	177
217	24632	Vaping Induced Lung Injuries	07/08/2020	02/02/2024	162
218	75524	Virginia Renewal Bundle	01/05/2024	01/16/2024	293
219	75645	Washington Renewal Bundle	01/12/2024	01/19/2024	408
220	65313	Washington State Telemedicine Training	08/04/2023	01/11/2024	167
221	75702	Washington, DC RN Renewal Bundle	01/08/2024	01/16/2024	52
222	36982	West Virginia Drug Diversion	06/08/2021	12/13/2023	7
223	75707	West Virginia RN Renewal Bundle	01/09/2024	01/16/2024	15
224	64520	West Virginia Substance Abuse	07/24/2023	02/06/2024	17
225	77180	Workplace Violence Against Nurses	12/15/2023	12/20/2023	158

Sample Total Program Evaluation

Area	Frequency	Responsible Person	Criteria	Findings	Actions/Recommendations
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Administration	Every three months	Marjorie Valle	Review job description	None at this time	N/A
Policies: Assess need, planning. -written tool -evaluation summaries	Every three months	Marjorie Valle Shane Slone	Review survey for appropriateness were survey findings and identified needs from evaluation summaries used in program planning.	None at this time	N/A
Policies: Fee Assessment	Every three months	Marjorie Valle Hannah Eagle Shane Slone	Policy meets organization and customer needs.	None at this time	N/A
Policies: Announcement	Every three months	Marjorie Valle Shane Slone	Review to be certain they reflect necessary information.	None at this time	N/A
Policies: Offering approval process	Every three months	Marjorie Valle Shane Slone	Review policies and compare to KSBN requirements.	None at this time	N/A
Policies: Awarding contact hours	Every three months	Marjorie Valle Shane Slone	Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit.	None at this time	N/A
Policies: Verifying participation Completion	Every three months	Marjorie Valle Shane Slone	Review rosters and certificates; compare to KSBN requirements	None at this time	N/A

Policies: Record Keeping	Every three months	Marjorie Valle Shane Slone	Audit contents of files for compliance with KSBN requirements.	None at this time	N/A
Policies: Notification of changes	Every six months	Marjorie Valle Shane Slone	Review procedures for changes reported to KSBN	None at this time	N/A
Total Program Evaluation Effectiveness	Every six months	Marjorie Valle Shane Slone	Review total program evaluation and compare contents to KSBN requirements.	None at this time	N/A

Kansas CE Provider Application

Organization: Nursing CE Central LLC

Website: nursingcecentral.com

Program Coordinator: Marjorie Valle DNP, MSN-Ed, RN

Title of Program Coordinator: Nurse Planner and Project Manager

Contact Information: marjorie@nursingcecentral.com

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Phone number: 1 877 343 7171

Long-Term Continuing Nurse Education Provider Application

1. Nursing CE Central Policies and Procedures

Mission Statement

Nursing CE Central is an online nursing continuing education company. Our goal is to provide high-quality, relevant, and up-to-date continuing education to learners in a convenient and user-friendly environment. All of our learning experience are asynchronous, independent studies.

Continuing Nursing Education is defined as learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research, or theory development to the end of improving the health of the public. <Kansas Nurse Practice Act, 65-1113, (h)>

More specifically, we have recognized that continuing education needs to be valuable and accessible to learners. We place great emphasis on both the quality and relevance of our continuing education courses. We believe that learners who complete our courses gain valuable information which can be translated into improved patient care and awareness of the evolution of nursing practice.

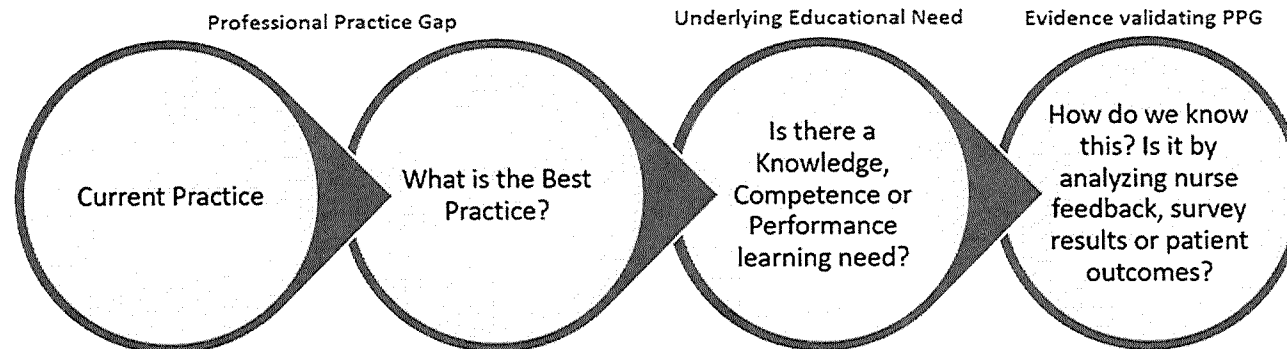
We also believe that the principles of adult learning are key to maximizing knowledge retention and the overall learning experience. We use a variety of techniques, including graphics, illustrations, intermittent Socratic questions, and case scenarios to achieve this goal. This also allows different types of learners (visual learners) an opportunity to receive information in various formats.

In summary, Nursing CE Central provides continuing education with the goal of modernizing and enhancing the knowledge base of learners.

Assessing the Need and Planning for CE Activities

Nursing CE Central collects information from learners through survey results and customer feedback. Additionally, we review literature, nurse-related news, expert opinions, guidelines, and other data on a regular basis.

Using these findings, the team meets on a quarterly and as-needed basis to identify problems in practice or opportunities for improvement.



Example Summary of Assessment Findings:

Professional practice gap statement for “Measles: the forgotten virus is making a comeback.”

“Measles outbreaks have been a recent recurrence due to the anti-vaccination movement. Measles is responsible for significant morbidity and can lead to mortality. Due to the rarity of the disease many nurses have not cared for measles patients but are more likely to treat patients with the Measles virus due to the recent recurrence.

According to the CDC, in 2019 there were 1,276 cases of Measles in the United States, the greatest number in nearly 3 decades. Nearly 10% of patients (124) diagnosed with measles were hospitalized and 61 experienced serious complications such as pneumonia and encephalitis.

Knowing the signs/symptoms and vaccination recommendations along with education strategies for families can be valuable for nurses. It is also imperative that nurses understand the potential complications of Measles and can differentiate a benign course from a complicated process. In a poll 60% of nurses stated they would be interested in additional measles education. It would enhance the ability of nurses to care for Measles patients if they were better educated on the disease.”

Using this information, we developed our Measles learning activity in March 2019. Located [here](#) for reference.

Nursing Participation

It is the policy of Nursing CE Central to demonstrate and guarantee nurses are included in the planning and administration of the continuing education (CE) offerings related to nursing CE.

- The President and CEO holds a DNP and is an APRN and oversees the Education Coordination department.
- The Program Coordinator (referred to as the Nurse Planner & Project Manager) is a position that is held by a nurse with a DNP and valid nursing license.
- Course Authors must meet the guidelines established by Nursing CE Central.
 - Have a valid RN license and one of the following:
 - Master’s degree in any nursing specialty
 - 2 years’ experience as a nurse educator.
 - Previous CE publication in the last 3 years.
- Course advertisements are targeted to LPNs, RNs and APRNs only.

Approval process for approving continuing education courses/classes/programs including what documents are sent in to get a class approved and who reviews these documents and gives approval for the courses.

All continuing education courses are planned by the Program Coordinator using data obtained from survey responses, customer feedback, changes in practice, competitor catalog and state requirements. There is no formal approval process as we do not accept third-party submissions for our courses.

Content and Appropriate Subject Matter

All CNE should be in accordance with the following definition:

K.S.A 65-1117 (a) Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public

- Subject matter is limited to offerings that are scientifically founded and predominantly for professional growth.
- Subject matter is free of bias and uses inclusive language including gender neutral pronouns whenever possible.
- Content on sensitive matters such be non-biased and informative, without persuading the learner and limiting personal opinions.
- The Nurse Planner & Project Manager will review all course submissions from authors before approving for CE credit and uploading to the website.

Behavioral Objectives

Behavioral objectives or learning outcomes refer to the intended measurable learning behavior that the learner will acquire because of the continuing education activity.

A minimum of three behavioral objectives are to be included in each course offering. Objectives must be developed using blooms taxonomy verbs and be addressed in the content and evaluation.

Bibliography

A current bibliography consisting of scholarly sources MUST be included in every continuing education offering. The bibliography must be written in APA style. Scholarly sources should be recent, no more than five years old, unless a source is a primary or seminal source used for background or historical context. If using a book or textbook as a source, it must have been published within the past 10 years.

Selection of instructors and verification of instructor competence to present the CE activities including who selects faculty for courses and how competency to present is determined or verified.

We are proud to have an extensive author network of nursing professionals. To be an author for Nursing CE Central the minimum requirements must be met:

- Active Nursing License in any state

And one of the following

- Master's degree
- 2 years' experience in Nursing Education
- Published continuing education courses in the past three years.

Authors can apply to write for us on the following page - <https://nursingcecentral.com/nursing-course-author/>

With each application, authors are required to submit their resume and provide a brief description of why they are qualified to write on the subject.

The Program Coordinator carefully reviews each author's application prior to approval. All of our course offerings are online and presented in a written format; we assess the writing of each submission for relevancy, accuracy, use of scholarly sources, spelling and grammar and plagiarism.

We review all submissions carefully before approving and offering contact hours.

Fee Assessment and Refund Guidelines

The course fee is \$49.99 per learner, this fee is an annual subscription that allows learners access to all courses in our catalog except APRN level courses, which start at \$149. A refund may be requested prior to completion of the course and award of certificate for the following reasons: software incompatibility, unable to complete due to website error, or other extenuating circumstances. A refund will not be issued for other reasons, except at the discretion of the nurse administrator.

Advertisements, Offering Announcements and Certificates of Completion

As a Kansas Board of Nursing approved continuing education provider, Nursing CE Central will ensure the Provider Number is included in all course advertisements and offering announcements.

As an ANCC accredited provider, our certificates have our ANCC Provider Number on them, which is accepted by the Kansas Board of Nursing.

Accreditation Statement once Approved.

Nursing CE Central is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for contact hours for [specify each applicable license type: APRN, RN, LPN or LMHT] relicensure. Kansas State Board of Nursing provider number _____ :”.

Advertising guidelines including how potential participants will be made aware of the program(s)

Our main channels for advertising are Email Marketing and social media. When advertising a continuing education course, the following elements are included:

- Title of Course
- Author & Credentials
- Number of Contact Hours Awarded
- Course Description
- Learning Outcomes
- Course Outline
- Requirements for Completion

- Accreditation Statement – this section includes all of our state accreditations and provider numbers, as well as our ANCC accreditation. We will include the Kansas BON provider number in this section once approved.
- Disclosure to Learner
- Fee
- Expiration Date of Activity
- Conflict of Interest Statement

2. Describe the Roles and Responsibilities of the Program Coordinator

(CV is included as an attachment to this application)

Excerpt from job description.

- Research and summarize state requirements and perform regular audits.
- Work with management and team to determine a course expansion plan.
- Manage our course author network as their main point of contact and work with the team to
- outsource, review, and finalize all course additions.
- Manage courses to ensure that all offerings are accurate and up to date.
- Manage our ANCC & state accreditations and approvals, including obtaining new approval.
- Perform investigative research related to ongoing and upcoming projects.
- Participate in the planning, implementation, and evaluation of various projects.
- Work directly with all team members to interchangeably manage & execute tasks as related to
- various projects, including pivoting to address any roadblocks.
- Create & present data-based reports that are direct and informational.
- Maintain accurate and organized records.
- Assist with other company initiatives as needed.

3. Submitting Grievances or requesting help with registration.

If participants are not happy with the content or presentation, or simply need help registering for a course, they may contact our customer support representatives via

- ChatBot – can be accessed from any page on the website
- Customer Support Form located on our Help Page - <https://nursingcecentral.com/help/>
- Email at support@nursingcecentral.com

4. Overall program evaluation plan with a summary report of data gathered that provides evaluative information for judging the effectiveness of the program.

The process of evaluating the overall effectiveness of our program consists of reviewing user and stakeholder feedback. We are doing this on a continuous basis, with full course reviews happening at prescribed intervals (every 3, 6 and 12 months depending on course type, date, etc.)

We use this data to adjust any processes as needed and to develop specific quality outcomes throughout the year.

During our 6-month review, we developed quality outcomes that are specific to our program using the SMART format, as recommended by ANCC.

Example of a current quality outcome used to measure overall effectiveness:

Nursing CE Central will increase online educational offerings by 25% by January 1st, 2024.

This outcome was developed during a leadership meeting in July where we determined we were missing an opportunity to provide online educational material to select states that have mandatory educational requirements for their renewal. By increasing our educational offerings to meet learner needs, we expect an increase in traffic to our site as well as revenue.

We will evaluate the effectiveness of this initiative by evaluating the number of visitors to our website, # of new subscriptions, and generated revenue after publishing these courses from August 1st, 2023, through December 31st, 2023.

We evaluate the quality of these educational offerings by reviewing survey results, customer feedback and customer reviews on third-party sites.

Example of survey used by participants is included in Information Regarding Individual Offerings section of this document.

5. Notice of Change of Coordinator or Policies and Procedures

Nursing CE Central will notify the Kansas Board of Nursing in writing within 30 days if there is a change in the Program Coordinator or required policies and procedures.

6. Verifying Successful Completion of the Offering

All participants are required to purchase a membership to our website to access our course library. Members can enroll in courses by clicking on the “Enroll Now” button. Once they have successfully completed the course, our system keeps a record of their completion and issues a certificate of completion.

7. What is Nursing CE Centrals recordkeeping system and procedure to ensure confidentiality and safe storage?

Nursing CE Central maintains a record of all certificates of completion indefinitely in our Learning Management System. Our LMS is on a secured server, with password-protected access to attendance reports, records and certificates of completion only permitted to Nursing CE Central personnel.

Offerings

The following information is securely stored in our server for each offering we provide.

- Planning summary
- Copy of the offering announcement or brochure
- Title and objectives
- Agenda
- Bibliography
- Summary of participants evaluation
- Instructor education and experience
- Documentation to verify completion of the offering

Authorized individuals can easily retrieve records in the case of an audit or by request of a participant. All information stored is confidential.

Participants can request a record of their certificate of completion at any time through our customer service representatives.

8. Documentation of Attendance

Attendance of each participant is done through our LMS. We maintain documentation of the following:

- Providers name, address, provider number and coordinator
- Title of the offering
- Title and name of presenter
- The date of the offering (if live presentation)
- The participants name and license number and the number of contact hours awarded.
- Date in which the offering was completed
- Completion of a posttest or a return demonstration

9. How do participants receive their certificate of completion?

A PDF of the certificate of completion is automatically emailed to the participant upon completion of the learning activity. They can access their certificates or transcript at any time on their user profile on Nursing CE Central. If they are no longer a member, they can email our Customer Support team to obtain a copy.

Certificates are generated through our LMS and contain the following:

- Providers name, address, provider number and coordinator
- Title of the offering
- The participants name and license number and the number of contact hours awarded.
- Date in which the offering was completed
- Accreditation Statement

Awarding of Contact Hours

We use the mergener formula to determine the number of contact hours for each educational offering. For participants to receive contact hours for a course offering, they must meet all requirements for completion that are disclosed before enrollment.

Contact Hours are documented on the offering agenda and are awarded for the actual time attended. We do not provide partial credit for partial attendance.

Mergener Formula Components:

- Number of Words
- Number of Questions
- Difficulty of Material
 - Very Easy 1
 - Somewhat Easy 2
 - Moderate 3
 - Difficult 4

$$0.9 X [-22.3 + (0.00209 * w) + (2.78 * q) + (15.5 * d)]$$

1 contact hour = 50 minutes of instruction time

Credit for fractions of hours over 30 minutes to be computed towards a contact hour.

For example, if an activity is 0.45 hours, 0.45 is rounded up to the nearest hour, 1 hour.

Instructor credit – instructors are not currently awarded contact hours for presentations as all of our CNE offerings are asynchronous, online courses that are not currently live or presented via recorded webinar. If that changes in the future, instructor credit will be awarded “twice the length of the first-time presentation of an approved offering, excluding a standardized, prepared curriculum”.

Information Regarding Individual Offerings

1. Submit the program plan or brochure for two of the educational offerings planned and provided by your organization since last approved as a provider.

Offering Announcement

Title of Course: Controlled Substances

Copy of the offering announcement or brochure - <https://nursingcecentral.com/courses/controlled-substances/> OR please see screenshot below

Planning Committee Members	Role
Shane Slone DNP, APRN, RN	Accredited Provider Program Director
Marjorie Valle DNP, RN, MEDSURG-BC, CRRN	Nurse Planner
Cathleen Adams MBA, BSN, RN, CENP	Author

Starting and end dates:

- Course created on: September 1st, 2023.
- Course Expires on: September 1st, 2026.

Target Audience

1. Registered Nurses (RN)
2. Advanced Practice Registered Nurses (APRN)

Contact Hours: 4CE

Mergener Formula

- Word Count – 12961
- Number of Questions –
- Level of Difficulty – 5

Behavioral Objectives/Learning Outcomes

1. Describe commonly prescribed opioids for pain management and understand their side effects and indications of use.
2. Demonstrate understanding of safe prescribing practices for opioids.
3. Identify common opioids used to treat addiction disorders.

Content Overview/ Needs Assessment

The opioid epidemic has continued to rise throughout the years, and with that, a rise in new legislation, guidelines, and regulations for prescribing have been established. APRNs seeking to obtain DEA registration to prescribe opioids in their current practice will benefit from the information in this course. Upon completion, APRNs will have a better understanding of how to assess pain, what the most commonly prescribed opioids are, their mechanism of action, side effects, and safe prescribing practices.

Course Outline

1. Introduction
2. Definition of Pain
3. Types of Pain
 - Pain assessment
4. Opioid Classifications and Drug Schedules
5. Commonly Prescribed Opioids, Indications for Use, and Typical Side Effects
 - Hydrocodone
 - Oxycodone
 - Morphine
 - Fentanyl
 - Hydromorphone
 - Tramadol
 - Cannabis
6. Opioid Use, the Opioid Epidemic, and Statistics
7. Federal Regulations on Opioid Prescribing
8. Safe Prescribing and Prescription Monitoring Program
9. Preventing Opioid Use Disorder
10. Treatment for Opioid Overdose
 - Naloxone
 - Methadone

- Buprenorphine
 - Clonidine and Lofexidine
11. Other Substance Use Disorders
 12. Drug Diversion
 13. Conclusion

Name of Presenter:

Cathleen Adams MBA, BSN, RN, CENP

(Author CV Attached)

Course Overview

CONTROLLED SUBSTANCES

AUTHOR: CATHLEEN ADAMS

MSA, BSN, RN, CNRP

The opioid epidemic has continued to rise throughout the years, and with that, a rise in new legislation, guidelines, and regulations for prescribing have been established. APRNs seeking to obtain DEA registration to prescribe opioids in their current practice will benefit from the information in this course. Upon completion, APRNs will have a better understanding of how to assess pain, what the most commonly prescribed opioids are, their mechanism of action, side effects, and safe prescribing practices.

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Accreditation Statement

Nursing CE Central LLC is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

In this course, we will discuss the various types of substance abuse and the signs and symptoms of each. This course will take the average learner 300 minutes to complete and awards 5 contact hours of continuing education, including 3 pharmacology hours.

Course Outcomes

After completing this course, the learner will rate a 4 out of 5 on the Likert Scale for their ability to:

1. Describe commonly prescribed opioids for pain management and understand their side effects and indications of use.
2. Demonstrate understanding of safe prescribing practices for opioids.
3. Identify common opioids used to treat addiction disorders.

Target Audience

- Registered Nurses (RN)
- Advanced Practice Registered Nurses (APRN)
- Licensed Practical Nurses (LPN/LVN)

Target Audience

- Registered Nurses (RN)
- Advanced Practice Registered Nurses (APRN)
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Requirement for Completion

1. Enrollment in the course by the learner
2. Read and learn all course materials
3. Complete the course evaluation
4. Attest and testify learning of the course materials

Accreditations + Approvals

- American Nurses Credentialing Center (ANCC) (P0614)
- California Board of Registered Nursing (CEP 17418)
- Kentucky Board of Nursing (7-0090)
- Louisiana State Board of Nursing (58)
- Florida Board of Nursing (50-23983)
- Delaware Board of Nursing (DE-24-010127)
- Alabama Board of Nursing #ABNP177

Disclosure of Relevant Financial Relationships

Nursing CE Central nor any of the authors, planners, content experts, or any contributors have any relevant financial relationships with ineligible companies to disclose.

START COURSE
NOW

Instructional Methodology

Our lecture format is inquiry based, providing Socratic questions and case studies throughout the course to enable critical thinking and retention.

Fee and Refund Policy

The course fee is \$49.99 per learner. A refund may be requested prior to completion of the course and award of certificate for the following reasons: software incompatibility, unable to complete due to website error, or other extenuating circumstances. A refund will not be issued for other reasons, except at the discretion of the nurse administrator.

Location of CE Offering, Date of Ce Offering, Time of CE Offering

The course will be offered online via self-paced learning. Learners may access the content at any time. It may be accessed from any computer with the proper login code.

The offering announcement submitted for “Controlled Substances” does not include an agenda or presentation schedule as it is an online course.

Number of Contact Hours Awarded to Participant

The number of contact hours awarded to the participant for this course is 5. We use the Mergener Formula to calculate contact hours.

Requirements to be met for successful completion.

The learners must complete a post-course evaluation and attest to reading and understanding of the materials.

Copy of Certificate Awarded:

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS AWARDED TO

Marjorie Valle

Controlled Substances

RN229982 GA


License #

September 5, 2023, 9:10 am

Date (MM/DD)

5.00

Contact Hours Awarded
including 3
pharmacotherapeutic
contact hours



Signature
Shane Stone,
Authorized Nursing CE Central
Representative

Provider: Nursing CE Central
Accreditation: ANCC
Expiration: 06/26/2026
Provider Number: PO614

**NURSING CE
CENTRAL**

Contact Information
NursingCECentral.com
PO Box 54229
Lexington, KY 40555

Nursing CE Central LLC is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's commission on accreditation. This document serves as your official recording of having completed this course and receiving contact hours. It is the responsibility of each nurse to retain this document for a minimum of four (4) years, or longer if mandated by their state.

Summary of Participants Evaluation:

Participants are required to complete a survey through SurveyMonkey (embedded in the course) to receive their certificate. The following is an example:

Rate your improved ability on the following outcomes as a result of taking this course:

Question	Strongly Disagree	Disagree	Neither disagree of agree	Agree	Strongly Agree
I am able to describe commonly prescribed opioids for pain management and understand their side effects and indications of use					
I am able to understand the safe prescribing practices for opioids					
I am able to identify common opioids used to treat addiction disorders					
The instructor demonstrated knowledge in the subject area and presented the content clearly and without bias.					

Was the information presented in a way that was conducive to learning and did it meet the learning outcomes outlines in the beginning of the course?

- Yes
- No

Do you believe the information presented in this course will enhance your nursing practice?

- Yes
- No

How could this course be improved in order to better meet your learning needs?

Did you have any issues with the online format, such as slow loading, login issues, or any other technical issues? If so, please describe them here:

Would you like to leave any additional feedback about your learning experience?

We are always adding new content and materials. What additional topics or subjects would you request be offered (if any)?

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2. **Submit the program plan or brochure for two of the educational offerings planned and provided by your organization since last approved as a provider.**

Offering Announcement

Title of Course: Transitioning to the Nurse Educator Role

Copy of the offering announcement or brochure - <https://nursingcecentral.com/courses/transitioning-to-the-nurse-educator-role/> OR please see screenshot below

Planning Committee Members	Role
Shane Slone DNP, APRN, RN	Accredited Provider Program Director
Marjorie Valle DNP, MSN-Ed, RN	Nurse Planner
Kayla Cavicchio MSN, RN, CEN	Author

Starting and end dates:

- Course created on: August 7th, 2024.
- Course Expires on: August 7th, 2027

Target Audience

- Licensed Practical Nurses (LPN)
- Registered Nurses (RN)
- Advanced Practice Registered Nurses (APRN)

Contact Hours: 3CE

Mergener Formula

- Word Count – 10,000
- Number of Questions – 60

- Level of Difficulty – 2

Behavioral Objectives/Learning Outcomes

1. Define the role of the Nurse Educator in academic and clinical settings.
2. Explain how the Nurse Educator role is important in healthcare.
3. Describe at least three qualifications Nurse Educators must have to work in the academic setting.

Content Overview/ Needs Assessment

The Nurse Educator role is one of great importance in both the academic and clinical settings. Nurse Educators are responsible for teaching the next generation of nursing, facilitating learning experiences for the bedside nurse, leading initiatives, and a lot more. The nurses coming into these roles may only have minimal training if they do not possess an MSN in Nurse Education. This course is designed for the BSN-level nurse that is interested in becoming a nurse educator or improving their current skillset and knowledge base.

Course Outline

1. Introduction
2. What is a Nurse Educator?
3. Nursing Professional Development Practice Model: Example
4. Where Do Nurse Educators Work?
5. Importance of the Nurse Educator Role
6. Basics of Nurse Education
7. Learning Theories
8. Learning Styles and Considerations
9. Effective Communication and Conflict Management
10. Evaluation
11. Adjusting to your New Role
12. Conclusion

Name of Presenter:

Kayla Cavicchio MSN, RN, CEN

(Author CV Attached)

COURSE

Transitioning to the Nurse Educator Role

CONTACT HOURS AWARDED: 3

START COURSE
NOW

Course Overview

TRANSITIONING TO THE NURSE EDUCATOR ROLE

AUTHOR: KAYLA M. CAVICCHIO
MSN, RN, CEN

The Nurse Educator role is one of great importance in both the academic and clinical settings. Nurse Educators are responsible for teaching the next generation of nursing, facilitating learning experiences for the bedside nurse, leading initiatives, and a lot more. The nurses coming into these roles may only have minimal training if they do not possess an MSN in Nurse Education. This course is designed for the BSN-level nurse that is interested in becoming a nurse educator or improving their current skillset and knowledge base.

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1. Introduction
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6. Basics of Nurse Education
7. Learning Theories
8. Learning Styles and Considerations
9. Effective Communication and Conflict Management
10. Evaluation
11. Adjusting to your New Role
12. Conclusion

Accreditation Statement

Nursing CE Central LLC is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

In this course, we will discuss Transitioning to the Nurse Educator Role. It will take the average learner 180 minutes to complete and awards 3 contact hours of continuing education.

Course Outcomes

After completing this course, the learner will rate a 4 out of 5 on the Likert Scale for their ability to:

1. Define the role of the Nurse Educator in academic and clinical settings.
2. Explain how the Nurse Educator role is important in healthcare.
3. Describe at least three qualifications Nurse Educators must have to work in the academic setting.

Target Audience

- Registered Nurses (RN)
- Advanced Practice Registered Nurses (APRN)
- Licensed Practical Nurses (LPN/LVN)

Requirement for Completion

1. Enrollment in the course by the learner
2. Read and learn all course materials
3. Complete the course evaluation
4. Attest and testify learning of the course materials

Accreditations + Approvals

- American Nurses Credentialing Center (ANCC) (P0614)
- California Board of Registered Nursing (CEP 17418)
- Kentucky Board of Nursing (7-0090)
- Louisiana State Board of Nursing (58)
- Florida Board of Nursing (50-23983)
- Delaware Board of Nursing (DE-24-010127)
- Alabama Board of Nursing (#ABNP1577)
- Iowa Board of Nursing (#393)

Disclosure of Relevant Financial Relationships

Nursing CE Central nor any of the authors, planners, content experts, or any contributors have any relevant financial relationships with ineligible companies to disclose.

START COURSE
NOW

COURSE CREATED ON: AUGUST 07, 2024
COURSE EXPIRES ON: AUGUST 07, 2027
COURSE OFFERING: #230

Instructional Methodology

Our lecture format is inquiry based, providing Socratic questions and case studies throughout the course to enable critical thinking and retention.

Fee and Refund Policy

The course fee is \$49.99 per learner. A refund may be requested prior to completion of the course and award of certificate for the following reasons: software incompatibility, unable to complete due to website error, or other extenuating circumstances. A refund will not be issued for other reasons, except at the discretion of the nurse administrator.

Location of CE Offering, Date of Ce Offering, Time of CE Offering

The course will be offered online via self-paced learning. Learners may access the content at any time. It may be accessed from any computer with the proper login code.

The offering announcement submitted for “Controlled Substances” does not include an agenda or presentation schedule as it is an online course.

Number of Contact Hours Awarded to Participant

The number of contact hours awarded to the participant for this course is 3. We use the Mergener Formula to calculate contact hours.

Requirements to be met for successful completion.

The learners must complete a post-course evaluation and attest to reading and understanding of the materials.

Copy of Certificate Awarded:

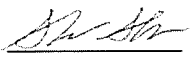
**CERTIFICATE
OF COMPLETION**

THIS CERTIFICATE IS AWARDED TO

Marjorie Valle

Transitioning to the Nurse Educator Role

<u>123 AL</u>	<u>August 19, 2024 1:01 pm</u>	<u>3.00</u>
License #	Date (851)	Contact A Hours Awarded


Signature
Shane Slone,
Authorized Nursing CE Central
Representative

Provider: Nursing CE Central
Accreditation: ANCC
Expiration: 06/27/2026
Provider Number: P0614

**NURSING CE
CENTRAL**

Contact Information
NursingCECentral.com
PO Box 54226
Lexington, KY 40555

This nursing continuing professional development activity was approved by the Ohio Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation, (08-001-951 Activity #51)

Nursing CE Central is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. This document serves as your official recording of having completed this course and receiving contact hours. It is the responsibility of each nurse to retain this document for a minimum of four (4) years, or longer if mandated by their state.

Summary of Participants Evaluation:

Participants are required to complete a survey through SurveyMonkey (embedded in the course) to receive their certificate. The following is an example:

Rate your improved ability on the following outcomes as a result of taking this course:

Question	Strongly Disagree	Disagree	Neither disagree of agree	Agree	Strongly Agree
I am able to define the role of the nurse educator in academic and clinical settings					
I am able to explain how the nurse educator role is important in healthcare					
I am able to describe at least three qualifications nurse educators must have to work in the academic setting					
The instructor demonstrated knowledge in the subject area and presented the content					

clearly and
without bias.

Was the information presented in a way that was conducive to learning and did it meet the learning outcomes outlines in the beginning of the course?

- Yes
- No

Do you believe the information presented in this course will enhance your nursing practice?

- Yes
- No

How could this course be improved in order to better meet your learning needs?

Did you have any issues with the online format, such as slow loading, login issues, or any other technical issues? If so, please describe them here:

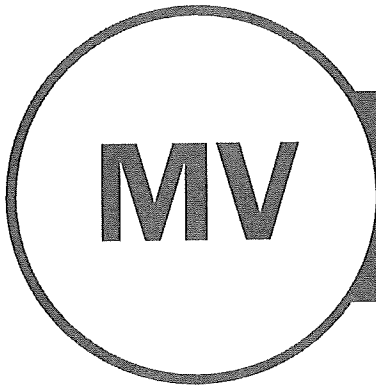
Would you like to leave any additional feedback about your learning experience?

We are always adding new content and materials. What additional topics or subjects would you request be offered (if any)?

Bibliography

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MARJORIE VALLE

DNP, RN, MEDSURG-BC, CRRN

NURSE EDUCATOR

EXPERIENCE

SKILLS

Clinical:

IV Start
Port Access/De-Access
Bedside Monitor
Telemetry
Blood Administration
Central Line Dressing
Wound Care
Wound Vac management
Charge Nurse
Nurse Preceptor

Education:

Articulate Rise 360
Storyline 360
Course development

Certifications

ANCC Med-Surg Cert.
ARN CRRN Cert.
AHA BLS & ACLS Cert.

Memberships:

ANA Membership
ARN Membership

NURSE PLANNER AND PROJECT MANAGER • NURSING CE CENTRAL • 06/12/2023 TO PRESENT

- Research and summarize state requirements and perform regular audits.
- Work with management and team to determine a course expansion plan.
- Manage our course author network as their main point of contact and work with the team to
- outsource, review, and finalize all course additions.
- Manage courses to ensure that all offerings are accurate and up to date.
- Manage our ANCC & state accreditations and approvals, including obtaining new approvals.
- as needed.
- Perform investigative research related to ongoing and upcoming projects.
- Participate in the planning, implementation, and evaluation of various projects.
- Work directly with all team members to interchangeably manage & execute tasks as related to
- various projects, including pivoting to address any roadblocks.
- Create & present data-based reports that are direct and informational.
- Maintain accurate and organized records.
- Assist with other company initiatives as needed.



JORIEMAR01@GMAIL.COM



CNE/CP Therapy Committee 387
(404) 477-9702

VOLUNTEER

Content Expert Panel

ANCC Medical-Surgical
Certification Exam
2022-current

ARN Advancing Science and Practice Committee

Committee Member 2021-2022

ARN Abstract Reviewer

2021 Conference
2022 Conference

PRESENTATIONS

Foundations of Spiritual Nursing Care – Webinar

Education.shepherd.org

REACH 2021 ARN Conference

*Staying Connected: Caregiver
Training during COVID-19
Restrictions*

REACH 2020 ARN Conference

*Interventions to Improve
Dependent Edema Knowledge in
a Rehabilitative Setting*

TRAVEL NURSE • AYA HEALTHCARE • 09/05/2022 TO PRESENT

Piedmont Eastside Medical

Applies evidence-based clinical interventions to care for the adult-geriatric population on an acute care internal medicine unit. Adapts quickly to changing environments. Experience floating to different units such as:

- Emergency Department
- Observation Unit
- Cardiac Step-down Unit
- Progressive Care Unit
- Joint and Spine
- Surgical Unit

CLINICAL NURSE EXPERT • SHEPHERD CENTER • DATES FROM 6/18/2019 TO 9/05/2022

- Oversaw clinical education for nursing staff on the Acquired Brain Injury unit in collaboration with the Unit Nurse Manager and CNO for the facility.
- Lead Nurse Planner for ANCC Provider Unit
- Directly supervised rehab nurse educators and PCT educators on the unit.
- Worked with multidisciplinary teams to develop center-wide regulatory education, continuous learning activities and curriculum.
- Developed education on e-learning platforms as well as live presentations, using clinical simulation and other techniques to accommodate different learning styles.
- Assisted in the coordination of center-wide new hire orientation.
- Coordinated professional development activities for nurse residency program in collaboration with other lead nurse educators.

CLINICAL NURSE INSTRUCTOR • KENNESAW STATE UNIVERSITY • DATES

FROM 09/01/2021 TO 09/01/2022

- Clinical supervision of BSN students at an acute-care setting for NURS 3313 Adult Health course
- Documentation assignments and grading
- Care plan assignments and grading



PRN NURSE • EMORY SAINT JOSEPH HOSPITAL • DATES FROM 9/12/2019 TO JANUARY 2021

Applies evidence-based clinical interventions to care for the adult-geriatric population on an acute care internal medicine unit. Works on a per diem basis providing frontline nursing care, sometimes floating to other med-surg specialty units, and serving as charge nurse/preceptor,

UNIT NURSE EDUCATOR/NURSE CLINICIAN • EMORY SAINT JOSEPH HOSPITAL • DATES FROM 12/12/2016 TO 5/22/2019

Applied evidence-based clinical interventions to care for the adult-geriatric population on an acute care pulmonary/thoracic unit. This unit had patients on telemetry monitoring. At times, would care for patients on continuous BIPAP, hiflow NC and/or continuous non-rebreather mask. Served as a unit nurse educator on 6W, duties include but are not limited to assessing unit-based and individual learning needs, leadership development, offering guidance and support to nurse preceptors, in-services as well as:

- Nurse Educator Council committee co-chair
- C-Diff committee member
- Charge Nurse
- Nurse Preceptor

- STAFF DEVELOPMENT COORDINATOR • GRACE HEALTHCARE OF TUCKER • DATES FROM 3/5/2014 TO 12/5/2016

Served as the education coordinator for nursing staff. Participated in the hiring of Certified Nursing Assistants and Licensed Practical Nurses in collaboration with Human Resources to find the best candidates suited for the position. Responsible for ensuring all staff were up to date with required educational activities; provided in-services on important clinical issues on a quarterly basis; general orientation coordinator for all new hires within the facility. Responsible for quarterly enteral tube feeding and antipsychotic medication audits; organized in-services and educational opportunities from outside providers.

TRIAGE RN • GYN & FERTILITY SPECIALISTS • DATES FROM 5/18/2013 TO 2/15/2014

Assisted the physician in day-today operational activities. Initial patient assessment; sterilization of equipment; served as a surgical assistant during routine gynecological surgeries performed by robotic laparoscopy; blood draws; training of new personnel.

EDUCATION



**DOCTORATE IN NURSING PRACTICE • HEALTHCARE SYSTEMS LEADERSHIP
CHAMBERLAIN COLLEGE OF NURSING
GRADUATION MAY 2022**

**MASTER'S IN SCIENCE OF NURSING • NURSE EDUCATOR •
CHAMBERLAIN COLLEGE OF NURSING
GRADUATION MAY 2019**

**BACHELOR'S IN SCIENCE OF NURSING • 2016 •
CHAMBERLAIN COLLEGE OF NURSING**

**ASSOCIATE DEGREE IN SCIENCE OF NURSING • 2009 •
INTERAMERICAN UNIVERSITY OF PUERTO RICO**



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CNEPP Therapy Committee 390

Kayla M. Cavicchio

BSN, RN, CEN

11800 Park Blvd. #108

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kaylacavicchio@gmail.com

Dynamic registered nurse with nearly four years of treating patients and coordinating care with various members of the healthcare team. Continuously providing superior patient care in high pressure environments using the nursing process and critical thinking. Prioritizing clinical and operational tasks in fast-paced emergency medicine settings.

SKILLS

- Acute care expertise
- Time management
- Exceptional communication skills with patients, family, and other members of the healthcare team
- Intravenous access placement using ultrasound guidance
- Knowledge of PYXIS and Cerner/FirstNet electronic medical record system, in addition to basic computer operating systems
- Assisting in minor and major procedures: suture placement/removal, central line insertion, conscious sedation, chest tube placement
- Ability to handle standard nursing tools and equipment such as needles, sphygmomanometer, and pulse oximeter

EXPERIENCE

St. Anthony's Hospital, St. Petersburg, FL – Clinical Nurse II

March 2017 – PRESENT

- Provide emergency care and education to patients across the lifespan with numerous medical and psychiatric conditions.
- Collaborate with the interdisciplinary healthcare team to meet the unique personal, physical, and psychological needs of each patient.
- Independently sustain safe and effective care to patients with various acuity levels in a time-restricted and demanding environment.
- Utilized effective critical thinking skills to assess, treat, and expect unseen changes in the patient's condition, reacting with a sound mind to stabilize the patient.
- Supervise patient care technicians and paramedics and precepted new employees, new nurses, and nursing students.
- Assist the clinical charge and emergency room staff in throughput as a clinical leader and relief charge nurse.
- Superuser of Ultrasound IVs, Team STEPPS, and PatientSafe systems.
- Ancillary Committee leader for the HUCs, PCTs, and paramedics in the emergency room.

EDUCATION

St. Petersburg College, Pinellas Park, FL – Bachelor of Nursing

August 2017 – December 2018

Honors: *cum laude*

St. Petersburg College, Pinellas Park, FL – Associate of Nursing

January 2015 – December 2016

Honors: *honors*

St. Petersburg College, Seminole, FL – Associate of Arts

May 2012 – May 2014

Honors: *magna cum laude*

CERTIFICATIONS

Certified Emergency Nurse (CEN)

November 2020 – CURRENT

Trauma Nursing Core Course (TNCC)

November 2019 – CURRENT

National Institutes of Health Stroke Scale (NIHSS)

April 2017 – CURRENT

Advanced Cardiac Life Support (ACLS)

May 2017 – CURRENT

Pediatric Advanced Life Support (PALS)

June 2017 – CURRENT

Basic Life Support (BLS)

December 2014 – CURRENT

MEMBERSHIPS in PROFESSIONAL ORGINZATIONS

Emergency Nurses Association

July 2020 – CURRENT

Cathleen Adams, MBA, RN, CENP

75 Thompson Street
Asheville, NC 28803

254-760-7996
cat.adams@me.com

CORE LEADERSHIP QUALIFICATIONS

- Multi-site management
- Integration/Implementation
- Data Analysis
- New Business Development
- Practice Management
- Financial Management
- Customer Service Oriented
- Conceptual Thinking
- Team Building/Leadership
- Innovation

PROFESSIONAL EXPERIENCE

CarePartners, Inc., Asheville, NC

10/28/15 – 02/03/21

CarePartners provides compassionate post-acute care for the people of Asheville, North Carolina, and the surrounding region, including rehabilitation, home health, adult care and hospice & palliative care. CarePartners is legally affiliated with Mission Health hospital. Mission Hospital and CarePartners was acquired by HCA in February 2019.

Chief Nursing Officer and Executive Director of Home Health and Hospice

- Led business, strategic and financial operations for home health and hospice
- Directed clinical operations and provided executive nurse leadership to 7 non-integrated service lines
- Implemented LEAN training for clinical staff members to move quality measures to top decile performance
- Obtained CON approval and stood up thriving dialysis unit in the rehab hospital
- CarePartners exceeded and improved on financial goals year over year for 6 years
- Improved home health operational and revenue margins by >\$1M year over year for 3 years

Midwest Palliative and Hospice CareCenter, Glenview, IL

09/01/10 – 10/15/15

Midwest CareCenter provides hospice and palliative care services to patients and free-standing and hospital based inpatient units with a total of 24 beds.

Chief Operating Officer

- Led business, strategic and financial operations for:
 - Palliative care practice consisting of 26 practitioners and 9,000 patient visits per year
 - Home based hospice with 440+ home and LTC patients
 - Free-standing and hospital based inpatient units with a total of 24 beds
- Led successful acquisition and integration of hospital based hospice organization
- Transitioned inpatient unit to new location and opened two inpatient units
- Decreased turnover from 29% to 14% annualized in one year
- Increased census from 350 to 412 in one year
- Led successful Joint Commission and IDPH surveys and had 0 denials on 24 ADRs in 2012
- Implemented “World Class Care” model for hospice operations and achieved FEHC scores in the leader category for 2/3 chosen metrics
- Achieved or surpassed all financial targets for scope of operations in hospice and palliative care
- Achieved Top 100 FEHC ranking from NHPCO for inpatient units

Weatherbee Resources, Inc

07/01/10 – 2012

Weatherbee Resources, Inc., provides innovative products and services to help hospice programs manage operational and regulatory challenges

Associate Consultant

- Compliance audits
- ZPIC, RAC appeals

Texas Home Health Hospice, Houston, College Station, Galveston, TX

10/12/09 – 05/16/10

Cathleen Adams

Texas Home Health has been committed to excellence in home care since 1969. That commitment is as strong today as it was over 40 years ago. By providing quality care through a full continuum of home care services, using trained and skilled professionals

Executive Director

- Increased census from 18 to 69 patients in 7 month period
- Medicare start up in metropolitan area, maintained profitability in all sites
- Multi-site management

VistaCare/ Odyssey, Temple, TX

09/15/00 – 10/11/09

Odyssey HealthCare provides hospice care to terminally ill patients and their families.

Executive Director Specialist / Regional

08/15/09 – 10/11/09

- Provided leadership and operational support to hospice sites without Directors and in noncompliance with HR, finance and clinical policies

Executive Director

05/01/02 – 08/15/09

- EBIDTA consistently greater than 20%
- Largest provider of hospice care in the 7 county area through marketing and education
- Multi-site responsibility for compliance, human and financial resource allocation and quality service for a hospice program of over 270 patients and 125 employees
- Completed turnaround duties in alternate sites within the company
- Multi-site operations
- Turnover 12% annualized

Patient Care Manager

09/15/00 – 04/30/02

- Coordinated RN, HHA, SW and Chaplain services for 150 terminally ill patients and families
- Maintained compliance with state and federal regulatory agencies

Scott & White, Temple, TX

07/14/99 – 09/14/00

Scott & White has a 636-bed Level I Trauma acute care facility in Temple, an additional 50-bed Long Term Acute Care Hospital in Texas, another 150-bed acute care hospital in Temple, a 76-bed acute care facility in Round, and a network of 50 primary and specialty clinics throughout the region.

Patient Advisory Nurse

- Provided health advice to individuals in the state of Texas
- Triage emergency, adult and pediatric calls, provided education to the community and worked with the health plan to guide the caller to the most appropriate health care choice

VistaCare, Temple, TX

04/01/98 – 07/13/99

VistaCare offers four levels of care: routine home care, continuous care, respite care and general inpatient care.

Admission Counselor

08/01/98 – 07/13/99

- Coordinated all aspects of patient admission including eligibility and financial assessment
- Enhanced quality of the organization's documentation through expert knowledge and training
- Designed CEU offerings and educated peers in a public setting on various issues such as pain and symptom management
- Negotiated fees with numerous insurance companies
- Successfully marketed services through educational opportunities with physicians and other healthcare workers
- Participated in a successful JCAHO survey

Registered Nurse

4/01/98 – 7/31/98

- Responsible for care of terminally ill men, women and children under the direction of the attending physician in various home and healthcare settings
- Coordinated all care including chaplain, certified nurse assistant, social work and Physical Therapy services for patient caseload of 14

Hill Country Home Health, Belton, TX

09/01/97 – 01/15/00

Hill Country is a for-profit home health agency. It had a total of 200 home based patients in a rural area

Registered Nurse

CNE/IV Therapy Committee 394

Cathleen Adams

- Monitor complete patient well being
- Coordinated home health services

Department of Veterans Affairs Central Texas Health Care System, *Temple, TX* **05/30/96 – 03/31/98**
VA operates the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliary, readjustment counseling centers, and other facilities.

Registered Nurse

- Responsible for total patient care in the Cardiac Medical Intensive Care Unit
- Revised and rewrote policy and procedure documents

EDUCATION

Lake Forest Graduate School of Management MBA	2012 - 2014
End of Life Nursing Education Curriculum Trainer	01 – Present
BSN, University of Mary Hardin-Baylor, Belton, TX	09/92 – 05/96

ORGANIZATIONS

National Hospice and Palliative Care Organization	2001 – Present
Hospice and Palliative Nurse's Association	2012 – Present

LICENSES AND CERTIFICATIONS OR TECHNICAL EXPERTISE

RN License # 282839, NC Expiration	7/2017
Business Analytics Certificate	2013
Certified Hospice and Palliative Administrator	12/12 – 12/16
Certified Hospice and Palliative Nurse	03/01 – 08/09

Employment

- **Nursing CE Central – Founder and CEO**
 - Strategic Vision and Leadership
 - Business Development and Stakeholder management
 - Organizational Management and Culture
- **St Joseph East hospital, Lexington KY**
 - Nurse practitioner with pulmonary critical care service line
 - Responsible for management of inpatients on the service, including day and night coverage for ICU patients.
- **Saints Mary and Elizabeth Hospital, Louisville KY [January 2017-March 2018]**
 - Critical Care Nurse Practitioner
 - Responsible for care of patients in CCU, General ICU and ED/PACU holding ICU patients.
 - Responsible for leading and facilitating multi-disciplinary rounds for critically ill patients
 - Responsible for responding to, and leading, rapid response and code blue pages
- **Medicine Intensive Care Unit / Good Samaritan ICU / Critical Care Float Pool, University of Kentucky Medical Center, Lexington KY [July 2013-January 2017]**
 - *Staff nurse* with occasional charge responsibilities.
 - Experience with CRRT, Rotoprone therapy, titrating vasopressors, managing sedation, ventilator weaning, etc.

Education/Certifications

- **University of Kentucky, Lexington, KY [Fall 2013-Dec 2016]**
 - Doctorate of Nursing Practice, Board Certified Adult-Gerontology Acute Care Nurse Practitioner by ANCC
 - Capstone Project: “Effect of enteral nutrition on septic shock patients requiring norepinephrine”, publication pending
 - Clinical rotations at UK Hospital include: Internal Medicine (220 hours), CCM/Anesthesia (220 hours), Pulmonary Critical Care (240 hours)
 - ACLS, BLS, NIH Stroke Scale, and Fundamentals of Critical Care Support Certified.
- **Eastern Kentucky University, Richmond, KY [Fall 2009-May 2013]**
 - Graduated Magna Cum Laude with a Baccalaureate of Science in Nursing.

Procedures

- Trained and routinely perform endotracheal intubation, central venous lines, arterial lines. Experience with lumbar puncture, thoracentesis, paracentesis, and chest tubes.

Presentations/ Conferences

- **European Society of Intensive Care Medicine EuroAsia Conference, Hong Kong [April 2017]**
 - 5 Minute PowerPoint on capstone project “Effect of enteral nutrition on septic shock patients requiring norepinephrine” presented to conference
- **Critical Care ACNP/PA Boot Camp, Vanderbilt Medical Center [September 2017]**

Quality Improvement Projects / Committees

- **Sepsis Committee, Saint Mary and Elizabeth Hospital [January 2017-present]**
 - Developed and implemented updated sepsis protocol and code sepsis program with collaboration from hospitalist, intensivists, nurses, and pharmacy to increase the quality of care for septic patients
- **Critical Care Council, Saint Mary and Elizabeth Hospital [January 2017-Present]**
 - Developed and educated on rapid response team guidelines leading to fewer code blue calls outside ICU
 - Implemented 2-step DHT placement protocol leading to fewer iatrogenic pneumothorax.
 - Currently working with Critical Care Director to update hypothermia protocol in accordance with national standards
 - Developed high insulin euglycemia therapy protocol for BB/CCB overdose patients
 - Developed and implemented standardized rounding template for multi-disciplinary rounds on critically ill patients
- **Code Blue / Rapid Response Committee [March 2017-Present]**
 - Developed and implemented MEWS tool for non-ICU patients

Externships with the United States Public Health Service Commissioned Corps

- **Junior Commissioned Officer Student, Lawton Indian Hospital, Lawton OK [June 2011-August 2011]**
 - Externship with the Lawton Indian Hospital in Lawton, Oklahoma as a Student Nurse Officer (Ensign) of the USPHS caring for Native Americans
- **Junior Commissioned Officer Student, National Institute of Health. Bethesda MD [May 2012-August 2012]**
 - Completed in a hematology/oncology/stem cell transplant research unit
 - Opportunity to participate in data collection for multiple oncology clinical trials, working with leading clinical researchers as well as participating in the bedside care of patients

References

Dr. Jeffrey Graves, MD

Chief Medical Officer, Sts Mary and Elizabeth Hospital

JefferyGraves@kentuckyonehealth.org

502-361-6617

Dr. Valerie Briones-Pryor, MD

Critical Care APRN physician supervisor, Sts Mary and Elizabeth Hospital

ValerieBriones-Pryor@KentuckyOneHealth.org

502-889-1423

Melanie Hardin-Pierce, APRN, DNP

UK ACNP program coordinator

315 College of Nursing Building

859-492-9920

Melanie.Hardin-Pierce@uky.edu

Judy Niblett, RN

Previous Nursing Manager

University of Kentucky Medical ICU 9th floor Nursing Manager

859-323-0852

jbnibl2@email.uky.edu

Theresa Crossley, RN

University of Kentucky Healthcare, Good Samaritan Hospital

Former Nursing Manager

Good Samaritan Hospital ICU, 310 South Limestone

859-226-7364

Theresa.Crossley@uky.edu

Additional references available

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Soma Therapy and LaVeta Jarrett

Initial Application

Name of Program Coordinator: LaVeta Jarrett APRN

Date Received: 8/12/24

Date to CNE Committee: December 2024

 Approved

 Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	LaVeta Jarrett, APRN	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: _____”	X	
• Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the	X	

individual responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		X
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results	X	
• Clinical hours		X
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		X
• The participant's name and license number, and the number of contact hours awarded		X

• The title of the offering		X
• The date on which the offering was completed		X
• Either the completion of a posttest or a return demonstration		X
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 SPRAVATO Administration & Safety Protocols	#2 Ketamine – Assisted Psychotherapy (KAP): Clinical

		Procedures and Best Practices
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Application reviewed and approval checklist completed by Carol Moreland, MSN, RN

www.buddydata.com**Secure Site**» **log out**:: www.ksbn.org ::[back to forms index](#) [printable version](#)~ **private and confidential decrypted data** ~**Reference No.:** 25788 **Date submitted:** Aug 12 16:03 2024

3 files were uploaded with this form: [Example of Copy for CNE Announcements.pdf](#),
[Soma Therapy Annual CNE Program Evaluation Form.pdf](#), [Copy of CNE Completion Certificate.pdf](#)

www.ksbn.org**radio** ~ Initial Application**Providername** ~ Soma Therapy and LaVeta Jarrett**providernum** ~ ~**legalbody** ~ Soma Recovery LLC**address** ~ 825 N Waco Ave Wichita KS 67203**adress2** ~ LaVeta Jarrett, APRN & Jenny Helms, LCMFT**telephone** ~ 7707154772**email** ~ jenny@somawichita.com**coordinator** ~ LaVeta Jarrett**date** ~ 08-12-2024

planningce ~ At Soma Therapy, we recognize the importance of delivering high-quality, relevant Continuing Nursing Education (CNE) programs that align with the professional needs of nurses in the behavioral health field. To achieve this, we formed a multidisciplinary planning committee composed of experienced healthcare professionals, including our licensed APRN coordinator, LaVeta Jarrett. This committee also includes licensed behavioral health therapists, nurse educators, and representatives from our clinical leadership team.

Factors Reviewed:

The planning committee conducts a comprehensive review of current trends, emerging practices, and identified gaps in behavioral health care. We consider data from various sources, including patient outcomes, staff feedback, and recent advances in the field. Key factors such as the integration of mental health into primary care, crisis intervention techniques, and the latest evidence-based practices for managing complex behavioral health cases are prioritized. We also consult with external experts and leverage insights from community health needs assessments.

Alignment with KSA 65-1117(a):

CNE/IV Therapy Committee 403

To ensure that our CNE programs meet the definition outlined in KSA 65-1117(a), we focus on developing educational content that enhances the knowledge, skills, and professional performance of nurses in the behavioral health sector. Our offerings are designed to be evidence-based, promoting improvements in both individual nursing practice and overall patient care. The planning committee rigorously evaluates each proposed subject to confirm that it addresses critical learning needs, supports professional development, and aligns with the regulatory and ethical standards required by KSA 65-1117(a).

feeassessment ~ Pricing Determination for CNE:

At Soma Therapy, the pricing for our Continuing Nursing Education (CNE) programs is determined through a comprehensive cost analysis process. We consider several factors, including the cost of materials, instructor fees, venue expenses, and administrative overhead. Additionally, we benchmark our pricing against similar CNE offerings in the region to ensure competitiveness while maintaining accessibility for our target audience. Our goal is to set a price that reflects the value of the education provided while being fair and reasonable for participants.

Procedure for Insufficient Fund Checks:

In the event of an insufficient funds check, our procedure is to notify the participant immediately and request an alternative form of payment. The participant is given a grace period of five business days to resolve the issue. If payment is not received within this timeframe, the participant's registration may be canceled. We also reserve the right to charge a service fee to cover any bank fees associated with the insufficient funds check.

Refund Requests Due to Cancellations:

We understand that circumstances may arise that require participants to cancel their registration. Our refund policy is designed to be fair and transparent. Participants who cancel their registration more than 14 days prior to the start of the CNE program are eligible for a full refund, minus a small administrative fee. For cancellations made within 14 days of the program, a partial refund may be issued, depending on the timing and the circumstances of the cancellation. No refunds are issued for cancellations made less than 48 hours before the program begins, except in cases of emergency, where we evaluate refund requests on a case-by-case basis. Refunds are processed promptly and efficiently, typically within 7-10 business days of the cancellation request.

advertisement ~ Materials and Media for Announcing CNE:

At Soma Therapy, we are committed to ensuring that our Continuing Nursing Education (CNE) programs are widely accessible to our target audience through a variety of communication channels. We utilize a combination of printed and electronic media to announce our CNE

offerings.

Printed Materials:

Brochures and Flyers: We design and distribute professionally printed brochures and flyers to local healthcare facilities, including hospitals, clinics, and nursing schools. These materials provide detailed information about the CNE program, including topics covered, learning objectives, schedule, and registration details.

Posters: Posters are displayed in high-traffic areas within our own facilities and partner organizations, serving as a visual reminder of upcoming CNE opportunities.

Electronic Media:

Email Newsletters: We send out targeted email newsletters to our existing mailing list of healthcare professionals, including nurses, APRNs, and behavioral health providers. These newsletters contain comprehensive information about the CNE program, with direct links to registration and additional resources.

Website: Our Soma Therapy website features a dedicated CNE section where upcoming programs are announced. This section includes all pertinent details, registration links, and downloadable materials.

Social Media: We leverage our social media platforms (e.g., Facebook, LinkedIn, and Instagram) to reach a broader audience. Posts and event pages are created to promote the CNE programs, with regular updates and reminders as the program date approaches.

Compliance with KAR 60-9-107(b)(3)(C):

All announcements, whether printed or electronic, include the required language as stipulated by KAR 60-9-107(b)(3)(C). This ensures that all promotional materials meet the regulatory requirements and provide clear, standardized information to potential participants.

Information Sources:

In developing our announcements, we utilize content derived from expert consultations, feedback from previous participants, and the latest evidence-based practices in behavioral health nursing. This ensures that our materials accurately reflect the high quality and relevance of our CNE programs.

Attached Copies:

As required, generic copies of CNEs including printed brochures, flyers, and electronic communications (emails, social media posts), are attached to this application for review.

approval process ~ At Soma Therapy, we are committed to maintaining the highest standards of quality and compliance for our Continuing Nursing Education (CNE) programs. We verify that the following information will be completed for each CNE offering before it is presented, in accordance with KAR 60-9-107(d):

Summary of Planning:

A summary of the planning process for each CNE offering will be documented. This summary will include the rationale for selecting the topic, the needs assessment conducted, and the involvement of our multidisciplinary planning committee, including healthcare professionals and educators.

Behavioral Objectives of the Offering:

Clear and measurable behavioral objectives will be established for each CNE offering (at least one per hour of CNE conducted). These objectives will outline the specific knowledge, skills, and attitudes that participants are expected to acquire by the end of the program. The objectives will be communicated to participants in all program materials.

Content Compliance with KSA 65-1117:

We ensure that the content of each CNE offering meets the definition of Continuing Nursing Education (CNE) as outlined in KSA 65-1117. The content will be designed to enhance the professional skills, knowledge, and practice of nurses, particularly in the field of behavioral health.
Instructor Qualifications:

Documentation verifying each instructor's relevant experience and education will be obtained and reviewed before the offering is presented. This ensures that all instructors possess the necessary expertise and credentials to deliver high-quality education to our participants.

Up-to-Date Bibliography:

A comprehensive and up-to-date bibliography will be compiled for each CNE presentation. This bibliography will include all references and sources used in the development of the program content, ensuring that the material is evidence-based and current.

Evaluation Form:

A brief evaluation form will be provided to all participants to assess their achievement of the learning objectives and to evaluate the expertise of the presenter. The feedback collected through these evaluations will be used to continuously improve the quality of our CNE offerings.

contacthours ~ At Soma Therapy, we have implemented a system to accurately calculate and award contact hours for actual attendance at our Continuing Nursing Education (CNE) presentations. This process is designed to ensure fairness and precision in the awarding of contact hours, in compliance with KAR 60-9-107(e).

Attendance Roster and Calculation of Contact Hours:

Attendance Monitoring: We maintain a detailed attendance roster for each CNE offering. Participants are required to sign in upon arrival and we track the amount of time they attended;

Contact Hours Calculation: Contact hours are calculated based on the actual time a participant is present for the educational session. For example, if a participant attends a 3-hour session but arrives 15 minutes late, they would receive 2.75 contact hours. Partial credit is awarded in increments of 0.25 contact hours (15 minutes), ensuring that even partial attendance is fairly recognized.

Completion and Awarding of Certificates: Upon verifying that a participant has met all requirements, including attendance and completion of any required evaluations, we provide them with a certificate of completion. This certificate can be printed on-site immediately after the session or sent as a PDF via email, depending on the participant's preference.

Instructor Credit:

Instructor Participation: Instructors are awarded contact hours equivalent to the length of time they spend actively teaching during the CNE session. For example, an instructor leading a 2-hour session would receive 2 contact hours. Additionally, preparation time may be considered for credit, particularly for new content or courses being taught for the first time, in accordance with applicable guidelines.

Independent Study Credit:

Independent Study Offerings: For any CNE program offered as an independent study, we follow a rigorous pilot study process to determine the appropriate amount of contact hours. This involves selecting a group of pilot participants who complete the independent study, tracking the time they spend on each component of the material.

Pilot Study Documentation: The results of the pilot study, including the average time spent by participants, are used to establish the contact hours for the independent study offering. Comprehensive documentation of the pilot study, including participant feedback and time logs, is maintained and provided as part of the CNE application process.

verify completion ~ At Soma Therapy, we maintain detailed records and documentation for all Continuing Nursing Education (CNE) programs, ensuring compliance with KAR 60-9-107(f)(g). The contents of our roster of attendance, certificates of completion, and independent study documentation are as follows:

Roster of Attendance:

Participant Information: The roster includes the full name, license number, and contact information (email and phone number) of each participant.

Session Details: The date and time of the CNE offering, the title of the session, and the name of the instructor are listed on the roster.

Attendance Records: Each participant's sign-in and times are recorded to accurately calculate the contact hours they earned. This section also includes a column for noting any late arrivals or early departures, ensuring that partial credit is properly documented.

Verification Signature: A designated CNE coordinator or session facilitator signs off on the attendance roster, verifying its accuracy and completeness.

Certificate of Completion:

Participant Details: The certificate includes the participant's full name
Program Information: The title of the CNE offering, the date(s) of the session, and the total number of contact hours awarded are clearly stated.

Accreditation Statement: The certificate contains the required language as per KAR 60-9-107(b)(3)(C), verifying that the offering meets the standards for CNE as defined by KSA 65-1117.

Signature and Seal: The certificate is signed by the licensed APRN coordinator, LaVeta Jarrett, and includes the official seal or logo of Soma Therapy, ensuring its authenticity.

Delivery Method: Participants receive their certificates either as a printed document at the conclusion of the session or as a PDF via email, depending on their preference.

Documentation of Independent Study:

Certificate of Completion: Upon successful completion of the independent study, participants receive a certificate of completion that mirrors the format and contents used for live sessions, with specific mention of the independent study format.

recordkeeping ~ At Soma Therapy, we verify that all records of our Continuing Nursing Education (CNE) offerings will be retained for a minimum of two years after each presentation, in compliance with KAR 60-9-107(h).

Records Retained:

Attendance rosters

Certificates of completion

Program materials (syllabi, handouts)

Instructor documentation (qualifications, bibliographies)

CNE/IV Therapy Committee 408

Evaluation forms
Independent study documentation

Location of Records:

Records are securely stored in our administrative office, both in physical files and in a secure electronic database.

Confidentiality and Security Measures:

Physical Security: Paper records are kept in locked file cabinets accessible only to authorized personnel.

Electronic Security: Digital records are stored on a secure, password-protected server with regular backups. Access is restricted to authorized staff only.

Confidentiality Assurance: All staff handling these records are trained in confidentiality protocols to ensure the privacy and protection of participant information.

noticeofchange ~ At Soma Therapy, we are committed to maintaining open communication with the Kansas State Board of Nursing (KSBN). We verify that we will notify KSBN of any change in our coordinator or policies within 30 days, in compliance with KAR 60-9-107(b)(3)(H).

Methods of Notification:

Electronic Notification: We will send an email notification to KSBN, attaching a copy of the written letter for their records. This ensures prompt communication and confirmation of the change.

Follow-Up: A follow-up phone call will be made to KSBN to confirm receipt of the notification if we don't receive confirmation via email and to address any questions or additional information required if necessary.

By using these methods, Soma Therapy ensures that KSBN is promptly informed of any changes, maintaining our commitment to compliance and transparency.

programevaluation ~ Soma Therapy verifies that we will perform a total program evaluation each year to assess the effectiveness and quality of our Continuing Nursing Education (CNE) offerings. The evaluation will include a review of participant feedback, learning outcomes, instructor performance, and program content. This annual review will inform improvements and updates for future programs.

Proposed Evaluation:

The proposed evaluation will involve:

Participant Surveys: Gathering feedback on the relevance, quality, and applicability of the CNE programs.

Learning Outcomes Analysis: Reviewing whether participants met the established behavioral objectives.

Instructor Assessment: Evaluating instructor effectiveness based on participant feedback and observed outcomes.

Content Review: Ensuring that all content remains current, evidence-based, and aligned with CNE standards.

A copy of the proposed evaluation form is attached for review.

Submission date ~ 08-12-2024 16:03:37

Form ID ~ 1672730

1. Email Copy:

Subject: Enhance Your Nursing Skills with Our Upcoming CNE Programs!

Dear [Name],

We are excited to announce our upcoming Continuing Nursing Education (CNE) programs at Soma Therapy, designed to enhance your skills and knowledge in the field of behavioral health. These programs offer practical, evidence-based learning experiences tailored to meet your professional needs.

Upcoming CNE Offerings:

- [Course Title 1] – [Date, Time]
- [Course Title 2] – [Date, Time]
- [Course Title 3] – [Date, Time]

Why Attend?

- Earn valuable contact hours
- Learn from experienced instructors
- Apply new skills in your practice

Register Now: Click [\[here\]](#) to secure your spot. Spaces are limited, so don't miss out!

We look forward to supporting your continued professional development. For any questions, please contact us at [\[Contact Information\]](#).

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [\[Insert Approval Number\]](#). This course provides [\[Insert CNE Hours\]](#) of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

Best regards,
[Your Name]
[Title]
Soma Therapy

2. Letter Copy:

[Your Name]
[Your Title]

Soma Therapy

[Address]

[City, State, Zip Code]

[Date]

Dear [Name],

I am pleased to inform you about Soma Therapy's upcoming Continuing Nursing Education (CNE) programs. These educational sessions are designed to advance your clinical expertise and support your ongoing professional development in the behavioral health field.

Our CNE offerings include:

- **[Course Title 1]** – [Date, Time]
- **[Course Title 2]** – [Date, Time]
- **[Course Title 3]** – [Date, Time]

Each program is carefully curated to meet the evolving needs of nursing professionals and is led by expert instructors with extensive experience in behavioral health.

To register, please visit our website at [Website URL] or contact us at [Contact Information]. We encourage early registration as spaces are limited.

We look forward to your participation in these enriching educational experiences.

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [Insert Approval Number]. This course provides [Insert CNE Hours] of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

Sincerely,
[Your Signature]
[Your Name]
[Your Title]
Soma Therapy

3. Social Media Post:


Facebook/LinkedIn:

✧ Upcoming CNE Opportunities at Soma Therapy! ✧

Nurses, take your skills to the next level with our Continuing Nursing Education programs, designed for behavioral health professionals. Earn contact hours while learning from experts in the field.

Upcoming Sessions:

- **[Course Title 1]** – [Date, Time]
- **[Course Title 2]** – [Date, Time]

 Register now: [Registration Link]

Don't miss this chance to enhance your practice and advance your career. #NursingEducation
#CNE #BehavioralHealth #ProfessionalDevelopment

Instagram:

✨ Ready to elevate your nursing practice? Join us at Soma Therapy for our upcoming Continuing Nursing Education (CNE) sessions! Earn contact hours and gain valuable insights into behavioral health care. 🧠💡

Upcoming CNE Programs:

1. **[Course Title 1]** – [Date, Time]
2. **[Course Title 2]** – [Date, Time]

✨ Limited spots available. Register now through the link in our bio! #Nursing #CNE
#ProfessionalGrowth

4. Flyer Copy:

Enhance Your Nursing Skills!

Soma Therapy's Continuing Nursing Education Programs

Join us for our upcoming CNE sessions, where you'll gain practical, evidence-based knowledge to improve your practice in behavioral health.

Featured Courses:

- **[Course Title 1]**
Date: [Date, Time]
Location: [Location or Online]

Soma Therapy's Continuing Nursing Education Offerings

Join us for our upcoming CNE sessions, fully accredited by the Kansas State Board of Nursing, and gain practical, evidence-based knowledge to improve your practice in behavioral health.

Featured Courses:

- **[Course Title 1]**
Date: [Date, Time]
Location: [Location or Online]
- **[Course Title 2]**
Date: [Date, Time]
Location: [Location or Online]

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing. It has been pre-approved for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

Register Today!

Visit [Website URL] or contact us at [Contact Information]

[Logo of Soma Therapy]

Soma Therapy: Annual CNE Program Evaluation Form

1. Participant Feedback

- **Overall Satisfaction:** How satisfied were you with the CNE offerings this year?
 - Very Satisfied
 - Satisfied
 - Neutral
 - Dissatisfied
 - Very Dissatisfied
- **Relevance of Content:** How relevant was the content to your professional practice?
 - Highly Relevant
 - Relevant
 - Somewhat Relevant
 - Not Relevant

2. Learning Outcomes

- **Achievement of Objectives:** To what extent did the CNE programs help you achieve the stated learning objectives?
 - Completely
 - Mostly
 - Partially
 - Not at All

3. Instructor Performance

- **Instructor Effectiveness:** How would you rate the effectiveness of the instructors in delivering the content?
 - Excellent
 - Good
 - Fair
 - Poor
- **Clarity and Communication:** Were the instructors clear and effective in their communication?
 - Yes
 - No

4. Program Content

- **Content Quality:** How would you rate the overall quality of the program content?
 - Excellent
 - Good
 - Fair
 - Poor

- **Evidence-Based Practice:** Was the content up-to-date and evidence-based?
 Yes
 No

5. Recommendations for Improvement

- Please provide any suggestions for improving the CNE offerings in the future.

6. Additional Comments

- Any other feedback or comments you'd like to share?

Date of Completion: _____

Provider Name:

Provider Number:

Address of CNE:

Participant's License #:

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS GIVEN TO

for successfully completing the requirements of attending
the **1 Hour** of Continuing Nursing Education on:
(Insert Topic & Relevant Objective)

LAVETA JARRETT
APRN, PMHNP



SIGNATURE
of Participant

CNE Program Roster

Provider Name: Soma Therapy

Provider Address: [Insert Address Here]

Provider Number: [Insert Provider Number Here]

Coordinator Name: LaVeta Jarrett

Coordinator Number: [Insert Coordinator Number Here]

Program Title: [Insert Program Title Here]

Date of Program: [Insert Date]

Location: [Insert Location]

Number of Contact Hours Awarded: [Insert Number of Contact Hours]

Program Information and Attestation

I, [Coordinator's Name], attest that the information provided above is accurate and that each participant listed has completed the CNE program in accordance with Kansas Board of Nursing requirements.

Coordinator Signature: _____

Date: _____

Participant Name	License Number	Signature	Contact Information (Email/Phone)	Completion Status (Completed/Incomplete)
[Insert Name]	[Insert License #]	[Signature]	[Email/Phone]	[Completed/Incomplete]
[Insert Name]	[Insert License #]	[Signature]	[Email/Phone]	[Completed/Incomplete]
[Insert Name]	[Insert License #]	[Signature]	[Email/Phone]	[Completed/Incomplete]
[Insert Name]	[Insert License #]	[Signature]	[Email/Phone]	[Completed/Incomplete]

Soma Therapy: CNE Program Evaluation Form

1. Overall Program Satisfaction

- **Overall Satisfaction:** How satisfied were you with this CNE program?
 - () Very Satisfied
 - () Satisfied
 - () Neutral
 - () Dissatisfied
 - () Very Dissatisfied
 - **Relevance of Content:** How relevant was the content to your professional practice?
 - () Highly Relevant
 - () Relevant
 - () Somewhat Relevant
 - () Not Relevant
-

2. Objective Achievement

For each program objective, please evaluate the extent to which it was achieved:

- **Objective 1:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved
 - () Partially Achieved
 - () Not Achieved
- **Objective 2:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved
 - () Partially Achieved
 - () Not Achieved
- **Objective 3:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved
 - () Partially Achieved
 - () Not Achieved

Repeat as necessary for each objective.

3. Presenter Evaluation

For each presenter, please evaluate their effectiveness:

- **Presenter 1:** [Insert Presenter's Name]
 - **Effectiveness:** How effective was the presenter in delivering the content?
 - Excellent
 - Good
 - Fair
 - Poor
 - **Clarity and Communication:** Was the presenter clear and effective in their communication?
 - Yes
 - No
- **Presenter 2:** [Insert Presenter's Name]
 - **Effectiveness:** How effective was the presenter in delivering the content?
 - Excellent
 - Good
 - Fair
 - Poor
 - **Clarity and Communication:** Was the presenter clear and effective in their communication?
 - Yes
 - No

Repeat as necessary for each presenter.

4. Program Content Evaluation

- **Content Quality:** How would you rate the overall quality of the program content?
 - Excellent
 - Good
 - Fair
 - Poor
 - **Evidence-Based Practice:** Was the content up-to-date and evidence-based?
 - Yes
 - No
-

5. Recommendations for Improvement

- Please provide any suggestions for improving this CNE program in the future.
-

6. Additional Comments

- Any other feedback or comments you'd like to share?

La Veta Jarrett, Master of Science in Nursing, Advanced Practice Registered Nurse, Family Nurse Practitioner-Board Certified, Psych-Mental Health Nurse Practitioner-Board Certified

630 West 19th St. Hutchinson, KS 67502 | 620-931-0277 | lmjarrett@cox.net

Education

PSYCH MENTAL HEALTH NURSE PRACTITIONER | MAY 2016 | WASHBURN UNIVERSITY

MASTER OF SCIENCE IN NURSING-FAMILY NURSE PRACTITIONER | MAY 2009 | FORT HAYS STATE UNIVERSITY

BACHELOR OF SCIENCE IN NURSING | MAY 2006 | TABOR COLLEGE

ASSOCIATE DEGREE IN NURSING | MAY 2004 | PRATT COMMUNITY COLLEGE

LICENSED PRACTICAL NURSE | JUNE 1995 | HUTCHINSON COMMUNITY COLLEGE

Certifications

- American Nurse Credentialing Center: Board Certified Advanced Registered Nurse Practitioner, Family Practice and Psych/Mental Health Nurse Practitioner
- Certified C.N.A, C.M.A., H.H.A., instructor, and Kansas Health Occupations Credentialing

Experience

APRN | WICHITA MEDICAL ASSOCIATES | JUNE 2009 – NOVEMBER 2010

- APRN for Dr. R. Kevin Bryant at Life Care Center of Andover

APRN | PRIMARY CARE AND PSYCHIATRIC CARE | VIA CHRISTI CLINIC NEWTON | JUNE 2009 - PRESENT

- House calls and visits to patients in 32 long term care facilities across six Kansas counties.
- Approximately 300 patients on personal caseload, working with a team of 5 providers totaling 800 patients

APRN | ADULT PSYCHIATRY | LARNED STATE HOSPITAL | AUGUST 2017 – PRESENT

- In patient psych management in crisis stabilization unit
- Average 10-15 patients daily

La Veta Jarrett, Master of Science in Nursing, Advanced Practice Registered Nurse, Family Nurse Practitioner-Board Certified, Psych-Mental Health Nurse Practitioner-Board Certified

630 West 19th St Hutchinson, KS 67502 | 620-931-0277 | Imjarrett@cox.net
Education

PSYCH MENTAL HEALTH NURSE PRACTITIONER I MAY 2016 | WASHBURN UNIVERSITY

MASTER OF SCIENCE IN NURSING-FAMILY NURSE PRACTITIONER I MAY 2009 | FORT HAYS STATE
UNIVERSITY

BACHELOR OF SCIENCE IN NURSING I MAY 2006 | TABOR COLLEGE

Certifications

American Nurse Credentialing Center:

Board Certified Advanced Registered Nurse Practitioner, Family Practice

Board Certified Advanced Registered Nurse Practitioner, Psych/Mental Health Nurse Practitioner

Experience

APRN I SOMA THERAPY-ADULT PSYCHIATRIC MEDICATION MANAGEMENT I JUNE 2019 - CURRENT

APRN I PSYCHIATRIC CARE I ASCENSION GERIATRICS I JUNE 2009 - PRESENT

APRN I ADULT PSYCHIATRY I LARNED STATE HOSPITAL I AUGUST 2017 - JULY 2018

NPI 1588890404	Medicare 003719440	Medicaid 200608330E
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CAQH Provider ID: 11973422

DEA XW1972226

FNP Board Cert. 2009008597

PMHNP Board Cert. 2016013958

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CNE Program Roster				Program Information and Attestation	
Provider Name: Soma Therapy		Provider Address: [Insert Address Here]		Coordinator Name: [Insert Coordinator's Name]	
Provider Number: [Insert Provider Number Here]		Coordinator Name: [Insert Coordinator's Name]		[Coordinator's Name] attest that the information provided	
Participant Name	License Number	Signature	Contact Information (Email/Phone)	Completion Status (Completed/Incomplete)	
[Insert Name]	[Insert License # [Signature]		[Email/Phone]	[Completed/Incomplete]	
[Insert Name]	[Insert License # [Signature]		[Email/Phone]	[Completed/Incomplete]	
[Insert Name]	[Insert License # [Signature]		[Email/Phone]	[Completed/Incomplete]	
[Insert Name]	[Insert License # [Signature]		[Email/Phone]	[Completed/Incomplete]	

Soma Therapy: CNE Program Evaluation Form

1. SPRAVATO® Administration and Safety Protocols

Overall Program Satisfaction

Overall Satisfaction: How satisfied were you with this CNE program?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

Relevance of Content: How relevant was the content to your professional practice?

- Highly Relevant
- Relevant
- Somewhat Relevant
- Not Relevant

Objective Achievement

For each program objective please evaluate the extent to which it was achieved:

Objective 1: Understand the clinical indications for SPRAVATO® and the criteria for patient selection.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Objective 2: Review and adhere to the REMS certification process and audit documentation.

- Completely Achieved
- Mostly Achieved

- Partially Achieved
- Not Achieved

Objective 3: Learn and apply safety protocols for administering SPRAVATO®, including patient monitoring and management of potential side effects.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Objective 4: Gain proficiency in handling and storing SPRAVATO® in compliance with DEA regulations due to its CIII status.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Presenter Evaluation

Presenter 1: LaVeta Jarrett, APRN PMHNP

Effectiveness: How effective was the presenter in delivering the content?

- Excellent
- Good
- Fair
- Poor

Clarity and Communication: Was the presenter clear and effective in their communication?

- Yes
- No

Program Content Evaluation

Content Quality: How would you rate the overall quality of the program content?

- Excellent
- Good
- Fair
- Poor

Evidence-Based Practice: Was the content up-to-date and evidence-based?

- Yes
- No

Recommendations for Improvement

Please provide any suggestions for improving this CNE program in the future.

Additional Comments

Any other feedback or comments you'd like to share?

2. Ketamine-Assisted Psychotherapy (KAP): Clinical Procedures and Best Practices

Overall Program Satisfaction

Overall Satisfaction: How satisfied were you with this CNE program?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

Relevance of Content: How relevant was the content to your professional practice?

- Highly Relevant
- Relevant
- Somewhat Relevant
- Not Relevant

Objective Achievement

For each program objective please evaluate the extent to which it was achieved:

Objective 1: Understand the clinical applications of Ketamine for mood disorders, PTSD, and the medical use in Ketamine-assisted psychotherapy.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Objective 2: Learn the correct dosing protocols and how to monitor patients during and after Ketamine administration.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Objective 3: Identify and manage potential side effects and complications associated with Ketamine treatment.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Objective 4: Review legal and ethical considerations, including the potential for misuse, dependence, and the importance of thorough patient counseling.

- Completely Achieved
- Mostly Achieved
- Partially Achieved
- Not Achieved

Presenter Evaluation

Presenter 1: LaVeta Jarrett, APRN PMHNP

Effectiveness: How effective was the presenter in delivering the content?

- Excellent
- Good
- Fair
- Poor

Clarity and Communication: Was the presenter clear and effective in their communication?

- Yes
- No

Program Content Evaluation

Content Quality: How would you rate the overall quality of the program content?

- Excellent
- Good
- Fair
- Poor

Evidence-Based Practice: Was the content up-to-date and evidence-based?

- Yes
- No

Recommendations for Improvement

Please provide any suggestions for improving this CNE program in the future.

Additional Comments

Any other feedback or comments you'd like to share?

Soma Therapy: CNE Program Evaluation Form

1. Overall Program Satisfaction

- **Overall Satisfaction:** How satisfied were you with this CNE program?
 - () Very Satisfied
 - () Satisfied
 - () Neutral
 - () Dissatisfied
 - () Very Dissatisfied

 - **Relevance of Content:** How relevant was the content to your professional practice?
 - () Highly Relevant
 - () Relevant
 - () Somewhat Relevant
 - () Not Relevant
-

2. Objective Achievement

For each program objective, please evaluate the extent to which it was achieved:

- **Objective 1:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved
 - () Partially Achieved
 - () Not Achieved

- **Objective 2:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved

- () Partially Achieved
- () Not Achieved
- **Objective 3:** [Insert Specific Objective Here]
 - () Completely Achieved
 - () Mostly Achieved
 - () Partially Achieved
 - () Not Achieved

Repeat as necessary for each objective.

3. Presenter Evaluation

For each presenter, please evaluate their effectiveness:

- **Presenter 1:** [Insert Presenter's Name]
 - **Effectiveness:** How effective was the presenter in delivering the content?
 - () Excellent
 - () Good
 - () Fair
 - () Poor
 - **Clarity and Communication:** Was the presenter clear and effective in their communication?
 - () Yes
 - () No
- **Presenter 2:** [Insert Presenter's Name]
 - **Effectiveness:** How effective was the presenter in delivering the content?
 - () Excellent
 - () Good

- () Fair
- () Poor
- **Clarity and Communication:** Was the presenter clear and effective in their communication?
 - () Yes
 - () No

Repeat as necessary for each presenter.

4. Program Content Evaluation

- **Content Quality:** How would you rate the overall quality of the program content?
 - () Excellent
 - () Good
 - () Fair
 - () Poor
 - **Evidence-Based Practice:** Was the content up-to-date and evidence-based?
 - () Yes
 - () No
-

5. Recommendations for Improvement

- Please provide any suggestions for improving this CNE program in the future.
-

6. Additional Comments

- Any other feedback or comments you'd like to share?

Summary of Planning

SPRAVATO® Administration and Safety Protocols:

This course is designed to provide nurses with comprehensive training on SPRAVATO® administration, including safety protocols, REMS certification, and patient monitoring. The planning included consultations with mental health professionals and experts in SPRAVATO® administration to ensure the course content is up-to-date and clinically relevant.

Ketamine-Assisted Psychotherapy (KAP): Clinical Procedures and Best Practices:

This course focuses on best practices for administering and monitoring Ketamine, specifically in the context of Ketamine-Assisted Psychotherapy. Planning involved a thorough review of current literature and evidence-based practices, and collaboration with clinicians experienced in Ketamine treatment.

Instructor's Education and Experience

For both offerings, the instructor will be LaVeta Jarrett, APRN PMHNP. Her resume and CV have been submitted separately to provide details of her education and experience, which align with the Kansas State Board of Nursing requirements.

1. SPRAVATO® Administration and Safety Protocols

Course Description: This CNE course provides an in-depth orientation to SPRAVATO® (esketamine) administration for registered nurses working in mental health outpatient settings. The course covers the comprehensive review of Spravato and the clinical implementation of policies and procedures, REMS (Risk Evaluation and Mitigation Strategy) certification requirements, patient assessment protocols, and safety monitoring. Special emphasis is placed on understanding the FDA-approved indications, patient selection criteria, and the necessary documentation required.

Learning Objectives:

- Understand the clinical indications for SPRAVATO® and the criteria for patient selection.
- Review and adhere to the REMS certification process and audit documentation.
- Learn and apply safety protocols for administering SPRAVATO®, including patient monitoring and management of potential side effects.
- Gain proficiency in handling and storing SPRAVATO® in compliance with DEA regulations due to its CIII status.

Target Audience: This course is designed for registered nurses who are involved in the administration of SPRAVATO® within a mental health outpatient setting and those seeking to enhance their knowledge of medication-assisted treatment for treatment-resistant depression.

SPRAVATO® Administration and Safety Protocols

- Total Course Length: 2 hours with two 10 minute breaks
 - Learning Time: 100 minutes (2.0 hours)
 - **Correct CNE Credits: 2.0 CNEs**
-

2. Ketamine-Assisted Psychotherapy (KAP): Clinical Procedures and Best Practices

Course Description: This CNE offering focuses on the administration and monitoring of Ketamine for both Ketamine-Assisted Psychotherapy (KAP) and off-label use for treating severe depression, PTSD, and suicidal ideation. The course will cover best practices for dosing, monitoring, and safety protocols, including a review of the literature and current evidence-based practices. Participants will also learn about patient assessment, contraindications, and necessary follow-up care.

Learning Objectives:

- Understand the clinical applications of Ketamine for mood disorders, PTSD, and the medical use in Ketamine-assisted psychotherapy.
- Learn the correct dosing protocols and how to monitor patients during and after Ketamine administration.
- Identify and manage potential side effects and complications associated with Ketamine treatment.
- Review legal and ethical considerations, including the potential for misuse, dependence, and the importance of thorough patient counseling.

Target Audience: Registered nurses and advanced practice nurses involved in the administration of Ketamine for mental health treatment who wish to deepen their understanding of its use in a therapeutic context.

Ketamine-Assisted Psychotherapy (KAP): Clinical Procedures and Best Practices

- Total Course Length: 3 hours with two 15 minute breaks
- Learning Time: 150 minutes (3.0 hours)
- **Correct CNE Credits: 3.0 CNEs**

1. Email Copy:

Subject: Enhance Your Nursing Skills with Our Upcoming CNE Programs!

Dear [Name],

We are excited to announce our upcoming Continuing Nursing Education (CNE) programs at Soma Therapy, designed to enhance your skills and knowledge in the field of behavioral health. These programs offer practical, evidence-based learning experiences tailored to meet your professional needs.

Upcoming CNE Offerings:

- [Course Title 1] – [Date, Time]
- [Course Title 2] – [Date, Time]
- [Course Title 3] – [Date, Time]

Why Attend?

- Earn valuable contact hours
- Learn from experienced instructors
- Apply new skills in your practice

Register Now: Click [\[here\]](#) to secure your spot. Spaces are limited, so don't miss out!

We look forward to supporting your continued professional development. For any questions, please contact us at [\[Contact Information\]](#).

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [\[Insert Approval Number\]](#). This course provides [\[Insert CNE Hours\]](#) of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

Best regards,
[Your Name]
[Title]
Soma Therapy

2. Letter Copy:

[Your Name]
[Your Title]

Soma Therapy

[Address]

[City, State, Zip Code]

[Date]

Dear [Name],

I am pleased to inform you about Soma Therapy's upcoming Continuing Nursing Education (CNE) programs. These educational sessions are designed to advance your clinical expertise and support your ongoing professional development in the behavioral health field.

Our CNE offerings include:

- **[Course Title 1]** – [Date, Time]
- **[Course Title 2]** – [Date, Time]
- **[Course Title 3]** – [Date, Time]

Each program is carefully curated to meet the evolving needs of nursing professionals and is led by expert instructors with extensive experience in behavioral health.

To register, please visit our website at [Website URL] or contact us at [Contact Information]. We encourage early registration as spaces are limited.

We look forward to your participation in these enriching educational experiences.

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [Insert Approval Number]. This course provides [Insert CNE Hours] of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

Sincerely,
[Your Signature]
[Your Name]
[Your Title]
Soma Therapy

3. Social Media Post:


Facebook/LinkedIn:

❖ Upcoming CNE Opportunities at Soma Therapy! ❖

Nurses, take your skills to the next level with our Continuing Nursing Education programs, designed for behavioral health professionals. Earn contact hours while learning from experts in the field.




Upcoming Sessions:

- **[Course Title 1]** – [Date, Time]
- **[Course Title 2]** – [Date, Time]

 Register now: [Registration Link]


Don't miss this chance to enhance your practice and advance your career. #NursingEducation
#CNE #BehavioralHealth #ProfessionalDevelopment

Instagram:

 Ready to elevate your nursing practice? Join us at Soma Therapy for our upcoming Continuing Nursing Education (CNE) sessions! Earn contact hours and gain valuable insights into behavioral health care.  

Upcoming CNE Programs:

1. **[Course Title 1]** – [Date, Time]
2. **[Course Title 2]** – [Date, Time]

 Limited spots available. Register now through the link in our bio! #Nursing #CNE
#ProfessionalGrowth

4. Flyer Copy:

Enhance Your Nursing Skills!

Soma Therapy's Continuing Nursing Education Programs

Join us for our upcoming CNE sessions, where you'll gain practical, evidence-based knowledge to improve your practice in behavioral health.

Featured Courses:

- **[Course Title 1]**
Date: [Date, Time]
Location: [Location or Online]

- **[Course Title 2]**
Date: [Date, Time]
Location: [Location or Online]

Why Attend?

- Earn contact hours
- Learn from expert instructors
- Apply new skills immediately

Register Today!

Visit [Website URL] or contact us at [Contact Information]

[Logo of Soma Therapy]

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [Insert Approval Number]. This course provides [Insert CNE Hours] of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

These examples should cover the different formats requested, providing a cohesive and professional approach to advertising Soma Therapy's CNE programs.

4o

You said:

Wonderful, thank you -- can you redo it to ensure it matches the following requirements: Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

ChatGPT said:

ChatGPT

Certainly! Here's the revised copy for each format, incorporating the required language from KAR 60-9-107(b)(3)(C):

1. Email Copy:

Subject: Enhance Your Nursing Skills with Our Upcoming CNE Programs!

Dear [Name],

We are pleased to invite you to our upcoming Continuing Nursing Education (CNE) programs at Soma Therapy, designed to advance your knowledge and skills in behavioral health. These programs are accredited and meet the Kansas State Board of Nursing (KSBN) requirements.

Upcoming CNE Offerings:

- [Course Title 1] – [Date, Time]
- [Course Title 2] – [Date, Time]
- [Course Title 3] – [Date, Time]

Why Attend?

- Earn valuable contact hours
- Learn from experienced instructors
- Apply new skills in your practice

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing. It has been pre-approved for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

Register Now: Click [here] to secure your spot. Spaces are limited, so don't miss out!

For more information, please contact us at [Contact Information].

Best regards,
[Your Name]
[Title]
Soma Therapy

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [Insert Approval Number]. This course provides [Insert CNE Hours] of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

2. Letter Copy:

[Your Name]
[Your Title]
Soma Therapy
[Address]

[City, State, Zip Code]

[Date]

Dear [Name],

We are excited to share with you the details of Soma Therapy's upcoming Continuing Nursing Education (CNE) programs. These sessions are designed to enhance your clinical expertise in behavioral health and are fully accredited by the Kansas State Board of Nursing (KSBN).

Our CNE Offerings Include:

- [Course Title 1] – [Date, Time]
- [Course Title 2] – [Date, Time]
- [Course Title 3] – [Date, Time]

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing. It has been pre-approved for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

To register, please visit our website at [Website URL] or contact us at [Contact Information]. We encourage early registration as spaces are limited.

We look forward to your participation.

Sincerely,
[Your Signature]
[Your Name]
[Your Title]
Soma Therapy

This continuing nursing education activity was approved by the Kansas State Board of Nursing. The approval number is [Insert Approval Number]. This course provides [Insert CNE Hours] of contact hours applicable for RN or LPN re-licensure. Kansas State Board of Nursing approval of an individual continuing education provider does not constitute endorsement of program content.

3. Social Media Post:


Facebook/LinkedIn:

✨ Join Us for Upcoming CNE Opportunities at Soma Therapy! ✨

We are thrilled to announce our latest Continuing Nursing Education (CNE) programs designed for behavioral health professionals. Enhance your practice and earn contact hours with our accredited courses.

 **Upcoming Sessions:**

- [Course Title 1] – [Date, Time]
- [Course Title 2] – [Date, Time]

 Register now: [Registration Link]

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

Don't miss this opportunity to advance your career! #NursingEducation #CNE
#BehavioralHealth #ProfessionalDevelopment

Instagram:

✨ Elevate your nursing practice with our accredited Continuing Nursing Education (CNE) sessions at Soma Therapy! 🧠💡

 **Upcoming CNE Programs:**

1. [Course Title 1] – [Date, Time]
2. [Course Title 2] – [Date, Time]

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

✨ Limited spots available. Register through the link in our bio! #Nursing #CNE
#ProfessionalGrowth

4. Flyer Copy:

Enhance Your Nursing Skills with Accredited CNE Programs!

Soma Therapy's Continuing Nursing Education Offerings

Join us for our upcoming CNE sessions, fully accredited by the Kansas State Board of Nursing, and gain practical, evidence-based knowledge to improve your practice in behavioral health.

Featured Courses:

- **[Course Title 1]**
Date: [Date, Time]
Location: [Location or Online]
- **[Course Title 2]**
Date: [Date, Time]
Location: [Location or Online]

Required KSBN Language:

"This offering is approved by the Kansas State Board of Nursing. It has been pre-approved for [X] contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing provider number: [Provider Number]."

Register Today!

Visit [Website URL] or contact us at [Contact Information]

[Logo of Soma Therapy]

Total Program Evaluation Plan for Soma Therapy CNE Providership

This evaluation plan focuses on:

1. **Program Administration** - Evaluating the responsibilities of the program coordinator.
2. **Program Management** - Assessing policies and procedures.
3. **Total Program Evaluation** - Measuring the overall effectiveness of the CNE providership.

Total Program Evaluation Components

Area	Frequency	Responsible Person	Criteria	Findings	Action/Recommendations
Program Administration	Annually	Program Coordinator	Review the coordinator's job description to ensure alignment with KSBN requirements and program goals.	Findings related to clarity of duties.	Update or maintain job description as needed.
Policies and Procedures - Need Assessment, Planning	Annually	Program Coordinator	Review tools for assessing program needs and planning, including evaluation summaries.	Identified gaps or strengths.	Modify assessment tools for relevance.
Survey Evaluation	Annually	Program Coordinator	Evaluate surveys for appropriateness; ensure findings are used in future program planning.	Survey results integrated?	Adjust survey questions based on feedback.

Fee Assessment	Annually	Program Coordinator	Ensure fee policies meet organizational and customer needs.	Fees meet/exceed expectations.	Make adjustments as per market trends.
Announcement Procedures	Annually	Administrative Staff	Review to ensure all necessary information is included in announcements.	Completeness of information.	Include additional required details if needed.
Offering Approval Process	Annually	Compliance Officer	Compare offering approval policies with KSBN requirements to ensure compliance.	Matches KSBN guidelines.	Amend policies if non-compliance is noted.
Awarding Contact Hours	Annually	Program Coordinator	Review agendas and pilot test results to verify contact hours awarded are appropriate; ensure documentation of partial credit.	Proper allocation of hours.	Adjust allocation where necessary.
Verifying Participation	Annually	Administrative Staff	Review participant rosters and certificates; compare to KSBN requirements.	Documentation in compliance.	Make corrections where discrepancies found.

Record Keeping	Annually	Administrative Staff	Audit content of records to ensure compliance with KSBN requirements.	Compliance met/not met.	Implement corrective actions for deficiencies.
Notification of Changes	Annually	Program Coordinator	Review procedures for reporting program changes to KSBN.	Procedures adhered to.	Formalize any informal processes.
Total Program Evaluation Effectiveness	Annually	Program Coordinator	Review the total program evaluation and assess its ability to measure overall program effectiveness.	Effective in capturing key metrics.	Refine evaluation methods to enhance accuracy.

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Tri State Academy

Name of Program Coordinator: Jennifer Bentziner, RN, BSN

Date Received: 10/3/24

Date to CNE Committee: December 2024

Approved

Not Approved: _____

Date Notified: _____

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	X	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	Jennifer Bentziner	
<ul style="list-style-type: none"> • Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> • Have three years of clinical experience 	X	
<ul style="list-style-type: none"> • Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> • Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> • Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> • Fee assessment 	X	
<ul style="list-style-type: none"> • Advertisements or offering announcements. Published information shall contain the following statement: “(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: ” 	X	
<ul style="list-style-type: none"> • Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual 	X	

responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum	X	
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		X
• Clinical hours	X	
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		X
• The participant's name and license number, and the number of contact hours awarded		X

• The title of the offering	X	
• The date on which the offering was completed	X	
• Either the completion of a posttest or a return demonstration	X	
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:	#1 ACLS	#2 PALS
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X

• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Application reviewed and approval checklist completed by Carol Moreland, MSN, RN 10/3/24

LONG-TERM CNE PROVIDER APPLICATION

COVER PAGE

Initial Application: Renewal:

Name of Provider: Tri State Academy

Provider Number (For Renewal):

Legal Body (If different from provider): Tri State Resources, Inc

Address of Provider: 6490 RD 18 Goodland KS 67735

Telephone: 785-728-2909

Email: education@beststaff.org

Program Coordinator (RN): Jennifer Bentziner, RN, BSN

Date (mm/dd/yyyy): 10/02/2024

Program Management

Assessing Need and Planning CNE

Please describe what advisory groups or planning committees were formed and what factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

Tri State Academy was developed to help with the need of continuing education courses closer to home in NW Kansas, Eastern Colorado, & Southern Nebraska. By offering CNE this will allow medical staff to stay up to date on the current practices while providing CNE to renew their license. By offering CNE at our location this will provide education in our rural area/critical access facilities. Our Education Team consists of the CNE program coordinator, Instructor/Facility Director, Education Director and Coordinator.

Process for Fee Assessment

Describe the method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations.

There is no charge for CNE.

Insufficient fund check fee of \$35.00.

If the participant needs to cancel, you will be refunded if you notify us at least 48 hours prior to the start of the program. No refunds are paid after the 48-hour deadline. Tri State Academy reserves the right to cancel or postpone a program when necessary or if minimum enrollment is not met. Refunds are made in full if the program is canceled by Tri State Academy.

Attachment (insufficient funds)

*Returned Check Fee

60-9-107 b (3) (B)

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

We will be using flyers. The flyers are posted at our Main Office and emailed out to facilities. We would also the class on our website, www.beststaff.org.

Attachment (Flyers)

*ACLS Flyer, PALS Flyer

60-9-107 b (3) (C)

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented. 1. Summary of planning; 2. Behavioral objectives of the offering; 3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117; 4. Documentation is received of each instructor's experience and education; 5. The bibliography of each presentation is received and up to date; 6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter. KAR 60-9-107(d)

1.) Tri State Academy was developed to help with the need of continuing education courses closer to home in NW Kansas, Eastern Colorado, & Southern Nebraska. By offering CNE this will allow medical staff to stay up to date on the current practices while providing CNE to renew their license. By offering CNE at our location this will provide education in our rural area/critical access facilities. Our Education Team consists of the CNE program coordinator, Instructor/Facility Director, Education Director and Coordinator.

2.) ACLS

* ACLS is an advanced course that builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, and high-performance team dynamics.

* Instructor-led, hands-on class format reinforces skills proficiency.

* The ACLS Instructor-led course teaches the importance of preventing cardiac arrest, high-performance teams, early and continuous high-quality CPR, systems of care, recognition and

Process for Awarding Contact Hours

Describe the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This must include your method of calculating partial credit, more than one hour, because of early departures or late arrivals. Describe also how instructor credit is calculated and how independent study credit is calculated. If you offer independent study, you must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e)

No Independent Study

CNE = 1 CNE contact hour = 50 minutes of learning

CEU = 1 CEU=10 contact hours

Complete attendance is required for credit.

Instructor Credit = 2 CH= 1 hour of first-time presentation

You MUST arrive at your scheduled class 10-15 minutes before the course starts. Registration closes 15 minutes after program begins.

If a participant arrives after the class has started, they will be denied entry into the course, and their payment is forfeited without a refund. American Heart Association (AHA) requires that you attend the entire course; you may NOT come late or leave early. Participants that 'no-show' will have their payment forfeited without a refund.

KAR 60-9-107(e)

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)

No independent study.

Participants will be required to sign in daily on the roster sheet to verify attendance. Upon completion, a certificate stating credits will be distributed to all attendees. A certificate cannot be issued without license number, credential, and signature on the roster.

*ACLS course roster

*PALS course roster

*Tri State Academy roster

Attachment (rosters and certificate of completion)

*ACLS and PALS Certificate of Completion

*ACLS Blank Roster

*Pals Class Roster

Process for Record Keeping and Storage

Please verify that you will keep the records of the offerings for a minimum of two years after presentation. List what records will be retained, the location of the records and the steps taken to ensure confidentiality and security of the records. KAR 60-9-107(h)

Tri State Academy will keep 2 years worth of records of the participants pretest, test answer sheet, sign in sheets (both ACLS/PALS roster & Tri State Academy roster), and evals, along with summary of the planning, copy of announcement/brochures, title and objectives, offering agenda; each instructor's education and experience; documentation to verify completion.

These items will be scanned & filed on the computer, on a secure network with daily backup, in the education file that has limited user access, ie: CNE Coordinator, Instructor/Director, Education Director/Coordinator.

Attachment (rosters)
KAR 60-9-107(h)



Process for Notice of Change of Coordinator or Required Policies

Describe what methods will be used to notify KSBN of a change of coordinator or policies, and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H)

Tri State Academy program coordinator will notify KSBN in writing of any changes in the individual that is responsible for the providership or required policies and procedures within 30 days.

* Email or mailed letter
KAR 60-9-107(b)(3)(H)

Process for Verifying Participation and Completion of Offering

Describe the contents of the roster of attendance and certificate of completion which you use, and documentation of independent study. A sample copy must be attached of each. KAR 60-9-107(f)(g)

No independent study.

Participants will be required to sign in daily on the roster sheet to verify attendance. Upon completion, a certificate stating credits will be distributed to all attendees. A certificate cannot be issued without license number, credential, and signature on the roster.

- *ACLS course roster
- *PALS course roster
- *Tri State Academy roster

Attachment (rosters and certificate of completion)
*ACLS and PALS Certificate of Completion
*ACLS Blank Roster
*Pals Class Roster



Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

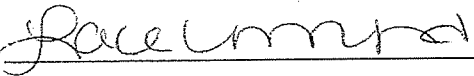
Note: Each applicant must attach all documents required by KAR 60-9-107(i)(1) for two separate offerings which have been developed for presentation.

Attestation:

I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

If all the above information is correct please sign below.

Otherwise, please go back and correct any information that is necessary.

Signature: 

Date: 10.2.24

Process for Offering Approval

1.) Tri State Academy was developed to help with the need of continuing education courses closer to home in NW Kansas, Eastern Colorado, & Southern Nebraska. By offering CNE this will allow medical staff to stay up to date on the current practices while providing CNE to renew their license. By offering CNE at our location this will provide education in our rural area/critical access facilities. Our Education Team consists of the CNE program coordinator, Instructor/Facility Director, Education Director and Coordinator.

2.) ACLS

- * ACLS is an advanced course that builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, and high-performance team dynamics. * Instructor-led, hands-on class format reinforces skills proficiency.

- * The ACLS Instructor-led course teaches the importance of preventing cardiac arrest, high-performance teams, early and continuous high-quality CPR, systems of care, recognition and intervention of cardiopulmonary arrest, post-cardiac arrest care, acute dysrhythmias, stroke, and acute coronary syndromes (ACS).

- * Emphasis on preventing cardiac arrest, early and continuous high-quality CPR, integration of BLS into ACLS and importance of high-performing teams.

- * Hands-on class format to reinforce skills proficiency.

- * Recognize bradycardias and tachycardias that may result in cardiac arrest or complicate resuscitation outcome

- * Perform early management of bradycardias and tachycardias that may result in cardiac arrest or complicate resuscitation outcome

- * Model effective communication as a member or leader of a high-performance team

- * Recognize the impact of team dynamics on overall team performance

- * Recognize respiratory arrest * Perform early management of respiratory arrest
Recognize cardiac arrest

- * Perform early management of cardiac arrest until termination of resuscitation or transfer of care, including immediate post-cardiac arrest care

- * Evaluate resuscitative efforts during a cardiac arrest through continuous assessment of CPR quality, monitoring the patient's physiologic response, and delivering real-time feedback to the team

PALS

* Improve outcomes for pediatric patients by preparing healthcare providers to effectively recognize and intervene in patients with respiratory emergencies, shock, and cardiopulmonary arrest by using high-performance team dynamics and high-quality individual skills.

- * Differentiate between patients who do and do not require immediate intervention.
- * Recognize cardiopulmonary arrest early and begin CPR within 10 seconds
- * Apply team dynamics
- * Differentiate between respiratory distress and failure.
- * Perform early interventions for respiratory distress and failure.
- * Differentiate between compensated and decompensated (hypotensive) shock.
- * Perform early interventions for the treatment of shock.
- * Differentiate between unstable and stable patients with arrhythmias.
- * Describe clinical characteristics of instability in patients with arrhythmias.
- * Implement post-cardiac arrest management.

3.) K.S.A 65-1117

* (a) Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.

* LPN and RN's need a total of 30 CNE approved hours to renew their license every 2 years 1 CNE contact hour = 50 minutes of learning

4.) Jennifer Bentzinger, RN, BSN (Program Coordinator) ---see attached resume

* BSN 2010 University of Colorado Denver

* Oncology Nurse * Staff Nurse * HIPPA & Ethics Compliance Officer * Education Coordinator * BLS Instructor

Justin Bentzinger, RN, CEN, CRT, NREMT-P ---see attached resume

* Registered Nurse * Certified Respiratory Therapist * Paramedic * BLS Instructor * ACLS Instructor * PALS Instructor * National Incident Management System 300 - FEMA * Director of Tri State Staffing * Director of Nursing * House Supervisor * Charge Nurse Pediatric ICU * Charge Nurse * ED Nurse * Director of Ambulance Service

5.) ACLS

- * Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED

- * Recognition and early management of respiratory and cardiac arrest

- * Recognition and early management of peri-arrest conditions such as symptomatic bradycardia

- * Airway management

- * Related pharmacology

- * Management of ACS and stroke

- * Effective communication as a member and leader of a resuscitation team ---

www.cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/acls (American Heart Association (AHA), c2024)

PALS

- * Perform high-quality cardiopulmonary resuscitation (CPR) per American Heart Association (AHA) basic life support (BLS) recommendations

- * Differentiate between patients who do and do not require immediate intervention

- * Recognize cardiopulmonary arrest early and begin CPR within 10 seconds

- * Apply team dynamics

- * Differentiate between respiratory distress and failure

- * Perform early interventions for respiratory distress and failure

- * Differentiate between compensated and decompensated (hypotensive) shock

- * Perform early interventions for the treatment of shock

- * Differentiate between unstable and stable patients with arrhythmias

- * Describe clinical characteristics of instability in patients with arrhythmias

- * Implement post-cardiac arrest management ---

www.cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/pediatric American Heart Association (AHA), c2024 6.)

Each student is provided an evaluation at the end of the program that is to be filled out on the instructor and course content.

Instructor:

- * provided instruction & help during my class, in both the lecture and skills portion.
- * answered all of my questions.
- * was professional & courteous to the students.

Course:

- * course learning objectives were clear
- * overall level of difficulty of the course was
- * content was presented clearly
- * quality of any written materials, audio, or visual aids used were
- * equipment was clean and in good working order

Attachment (course evaluation, Resumes)

- * course evaluation
- * Jen resume
- * JDB resume

Process for Awarding Contact Hours

No Independent Study

CNE = 1 CNE contact hour = 50 minutes of learning

CEU = 1 CEU=10 contact hours

Complete attendance is required for credit.

Instructor Credit = 2 CH= 1 hour of first-time presentation

You MUST arrive at your scheduled class 10-15 minutes before the course starts. Registration closes 15 minutes after program begins. If a participant arrives after the class has started, they will be denied entry into the course, and their payment is forfeited without a refund. American Heart Association (AHA) requires that you attend the entire course; you may NOT come late or leave early. Participants that 'no-show' will have their payment forfeited without a refund.

KAR 60-9-107(e)

Process for Verifying Participation and Completion of Offering

No independent study.

Participants will be required to sign in daily on the roster sheet to verify attendance.

Upon completion, a certificate stating credits will be distributed to all attendees.

A certificate cannot be issued without license number, credential, and signature on the roster.

*ACLS course roster

*PALS course roster

*Tri State Academy roster

Attachment (rosters and certificate of completion)

*ACLS and PALS Certificate of Completion

*ACLS Blank Roster

*Pals Class Roster

*Course Sign in Roster

Process for Record Keeping and Storage

Tri State Academy will keep 2 years worth of records of the participants pretest, test answer sheet, sign in sheets (both ACLS/PALS roster & Tri State Academy roster), and evals, along with summary of the planning, copy of announcement/brochures, title and objectives, offering agenda; each instructor's education and experience; documentation to verify completion.

These items will be scanned & filed on the computer, on a secure network with daily backup, in the education file that has limited user access, ie: CNE Coordinator, Instructor/Director, Education Director/Coordinator.

Attachment (rosters, evaluations, flyer, resumes, certificate of completion)

- ACLS Roster
- PALS Roster
- Tri-State Academy Roster
- Evaluation
- Flyer
- Resumes
- Certificate of Completion

KAR 60-9-107(h)

Justin Bentzinger, RN, CEN, CRT, NREMT-P

(785)728-2975 – justin@beststaff.org

Objective – To improve patient outcomes by providing companionate, patient focused healthcare, and to improve outcomes by mentoring, educating, supervising, and growing current and future healthcare professionals.

Licenses and Certifications

Registered Nurse , Licensed in Kansas	<i>Expires Dec. 2024</i>
Registered Nurse , Licensed in Colorado	<i>Expires Sept. 2026</i>
Certified Emergency Nurse – Emergency Nurses Association	<i>Expires Mar. 2028</i>
Certified Respiratory Therapist – Licensed in Colorado	<i>Expires Aug. 2026</i>
Paramedic , National Registry	<i>Expires Mar. 2025</i>
BLS Training Center Faculty , American Heart Association	<i>Expires May 2025</i>
Advanced Cardiac Life Support Instructor – American Heart Association	<i>Expires July 2026</i>
Pediatric Advanced Life Support Instructor - American Heart Association	<i>Expires July 2026</i>
National Incident Management System 300 – FEMA	

Experience

Tri-State Staffing – Goodland, KS

Director

2014 – Present

- Supervise and mentor staff
- Recruit and hire staff
- Investigate patient, family, or facility concerns
- Primary nurse in ED, LTC, and Med Surg

Tri-State Academy – Goodland, KS

Director

2020 – Present

- Create custom educational offerings to meet the needs of the community
- Teach at the new hire academy
- Training site administrator for American Heart Association
- Teach ACLS, PALS, BLS, and other classes
- Teach instructor classes
- Assures compliance of all record keeping and course competence

Wallace County Community Care Center – Interim assignment through Tri-State Staffing

Director of Nursing

January 2020-June 2020

- Provide nursing leadership to a 22 bed LTC facility and 5 bed assisted living facility
- Provide budget input
- Manage, evaluate, training, and assure competency with all medical and nursing staff
- Collaborate with residents and families
- Collaborate with medical staff
- Work with Health department to develop, implement, and evaluate COVID-19 procedures in the initial days and months of the pandemic
- Assist in evaluating a new, permanent, DON for the position and trained her

Swedish Medical Center – Englewood Colorado

House Supervisor

2007 – 2014

- Cover all administrative functions in absence of other leaders in Level One Trauma Center
- Communicate and collaborate closely with leaders in the organization to assure seamless and timely functions.
- Respond to and assist with Code Blue, Trauma Team Activations, Rapid Responses, Stroke Alerts, Sepsis Alert, Fires, Person with a gun, and other emergencies
- Manage patient through put, bed assignments, and the tasks to assure efficient and timely patient care
- Act as incident commander during MCI or other emergencies
- Assist with education and annual competencies as requested by unit educators and education department
- Mentor new grad nurses as part of the formal new grad RN program

Charge Nurse Pediatric ICU

2008-2014 PRN

- Bedside Nurse in Pediatric ICU
- Charge Nurse
- Take care of medical and trauma patients 0-15 years in Level one trauma center with pediatric commitment
- Float to NICU as needed

Charge Nurse

2008-2014 PRN

- Pick up the charge nurse needs in facility as requested by CNO
- This would include
 - ED
 - Step Down
 - Ambulatory Care

ED Nurse

2008-2014 PRN

- Provides bedside care to critically ill patients with numerous etiologies at busy Level One Trauma Center

Tri-State Staffing – Goodland, KS

Staff Nurse

2003 – 2007

- Staff Emergency Departments
- Provide direct patient care to diverse acuity of patients

Rocky Mountain Ambulance Service – Golden, Colorado

Director

2001 – 2003

- Director
- Create and implement a Budget
- Ran ambulance calls as needed
- Work with fire chiefs and government leaders to provide high level care to patients
- Supervise and mentor staff
- Direct reports included Dispatchers, mechanics, EMS, Paramedics, and office staff

*Terra-Med International, Inc. – Wheatridge, Co
Director*

1998 – 2001

- Teach ACLS
- Teach PALS
- Teach BLS and First Aid
- Teach compliance classes
- Teach custom classes to meet need of facilities
- Create classes for Cole mine safety
- Teach EMT Classes
- Administrator for all programs
- Hire and mentor instructional staff
- Maintain American Heart Association Training Center and issue certification cards

Instructor

1994 – 1998

- Teach ACLS
- Teach PALS
- Teach BLS and First Aid
- Teach compliance classes
- Teach custom classes to meet need of facilities

American Medical Response – Denver, Colorado

Paramedic

1997 – 2001

- Ran 911 calls
- Ran transfer calls
- Primary Paramedic in 911 fire districts
- Supervise and mentor staff
- Work special events

Field Supervisor

- Respond to incidents as needed
- Monitor radio traffic and assist with system status management
- Issue uniforms
- Teach ACLS and PALS
- Teach at new hire academy
- Respond to all safety issues
 - Accidents
 - Crew in distress
 - complaints
- Incident commander at incidents

Supervise

Field Training Officer

Employee Health Nurse

1999 – 2001

- Director of medical staffing
- Supervise and mentor staff

Co-Coordinator and special of tactical response team

1999 – 2001

- Respond to tactical emergencies
- Set up a plan for parge events
- Supervise and mentor staff

Coordinator of Bicycle Team

1999 – 2001

- Director of medical staffing
- Supervise and mentor staff

Columbia – Denver, Colorado

Staff Nurse – Various Facilities

1996 – 1999

- Intensive Care Unit
- Care for high acuity patients with multi system illness and injury
- Implement and maintain high acuity patients on treatment modalities including
 - Interaortic ballon pumps
 - Ventilatory support
 - Swanz Ganz Catheters
 - Feeding tubes
 - Orthopedic devices
 - Intervenors medication administration devices

District Supervisor – Columbia Mobile Intensive Care

1997 – 1998

- Transport high acuity patients with multiple treatment modalities
- Supervise and mentor staff
- Field training officer
- Work with director on planning and logistics
- Work with HR on discipline and accountability
- Supervise and mentor staff
- Work with operations on maintenance and readiness on ambulances
- Teach ACLS and PALS to staff

First Aid Nurse – National Western Stock Show

1996 – 1999

- Access Patients at a large event facility
- Provide treatment modalities
- Coordinate transport and other dispositions of patients
- Assure readiness of first air station
- Work with other agencies to provide care to patients

References

Available on request

ACLS Initial Course

September 19 & 20, 2024

1819 Cherry Ave Goodland, KS

Day 1		
8:00	Lesson START: Welcome, Introductions, and Course Administration	
8:10	Lesson 1: ACLS Course Overview and Organization – Justin Bentzinger, RN, CEN, CRT, NREMT-P	
8:20	Lesson ACLS-Traditional 2: Systems of Care – Justin Bentzinger, RN, CEN, CRT, NREMT-P	
8:30	Lesson ACLS-Traditional 3: The Science of Resuscitation – Justin Bentzinger, RN, CEN, CRT, NREMT-P	
8:45	Lesson ACLS-Traditional 4: Systematic Approach- Justin Bentzinger, RN, CEN, CRT, NREMT-P	
9:00	Lesson ACLS-Traditional 5: CPR Coach - Justin Bentzinger, RN, CEN, CRT, NREMT-P	
<i>Divide class into 2 groups</i>	Lesson 6 Learning/Testing Station: High-Quality BLS Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lesson 7 Learning/Testing Station: Airway Management (Lesson 3 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P (Lesson 2 in ACLS Lesson Plans) Technology Review (Lesson 4)
9:15	Group A	Group B
10:00 Break		
<i>Divide class into 2 groups</i>	Lesson 6 Learning/Testing Station: High-Quality BLS Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lesson 7 Learning/Testing Station: Airway Management (Lesson 3 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P (Lesson 2 in ACLS Lesson Plans) Technology Review (Lesson 4)
10:15	Group B	Group A
One large group (or 2 small groups)		
11:00	Lesson 9: Recognition: Signs of Clinical Deterioration (Lesson ACLS-Traditional 6)	
One Large Group		
11:15	Lesson 10 -Learning Station: Acute Coronary Syndromes (Lesson ACLS-Traditional 7) Lesson 11- Justin Bentzinger, RN, CEN, CRT, NREMT-P	
11:45	Learning Station: Acute Stroke (Lesson ACLS-Traditional 8)	
12:15 Lunch		
One large group (or 2 small groups)		
1:00	Lesson 12: High-Performance Teams (Lesson 7 in ACLS Lesson Plans) - Justin Bentzinger, RN, CEN, CRT, NREMT-P	
1:30 Break		
<i>Divide class into 2 groups</i>	Lessons 13 Learning Station: High-Performance Teams: Cardiac Arrest and Post-Cardiac Arrest Care (Lesson 8 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P	13 Learning Station: High-Performance Teams: Cardiac Arrest and Post-Cardiac Arrest Care Justin Bentzinger, RN, CEN, CRT, NREMT-P (Lesson 8 in ACLS Lesson Plans)
1:40	Group A	Group B
2:30 Break		

Divide class into 2 groups	Lesson 14 Learning Station: Preventing Arrest: Bradycardia (Lesson 5 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lesson 15 Learning Station: Preventing Arrest: Tachycardia (Stable and Unstable) (Lesson 6 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P
2:45	Group B	Group A
3:45	Group A	Group B
4:45 End of Day 1		
Day 2		
8:00	ACLS Review	All instructors
Divide class into 2 groups	Lesson 16 Learning Station: High-Performance Teams: Megacode Practice (Lesson 9 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lesson 16 Learning Station: High-Performance Teams: Megacode Practice (Lesson 9 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P
	Group B	Group A
Divide class into 2 groups	High-Performance Teams: Megacode Testing and Megacode Testing Details (Lessons T2-T4 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P	High-Performance Teams: Megacode Testing and Megacode Testing Details (Lessons T2-T4 in ACLS Lesson Plans) Justin Bentzinger, RN, CEN, CRT, NREMT-P
	Group A	Group B
10:00 Break		
One large group (as students finish Megacode Test)		
Exam (T5-T6)		
12:00 Remediation/Class Ends		

GROUP A

GROUP B

ADVANCED CARDIOVASCULAR LIFE SUPPORT (ACLS)

Tri-State Academy
6490 RD 18
Goodland, KS 67735
LTxxxx-xxxx

THIS CERTIFIES THAT

License Number: _____

has successfully completed the ACLS course and skills check off. Tri-State Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 10 contact hours applicable for APRN, RN, LPN or LMHT relicensure. Kansas State Board of Nursing provider number: _____

SEPTEMBER 20, 2024

Jennifer Bentzinger, RN, BSN
CNE Program Coordinator



Justin Bentzinger, RN, CEN, CRT,
NREMT-P
ACLS Instructor

PEDIATRIC ADVANCED LIFE SUPPORT (PALS)

Tri-State Academy
6490 RD 18
Goodland, KS 67735
LTxxxx-xxxx

THIS CERTIFIES THAT

License Number: _____

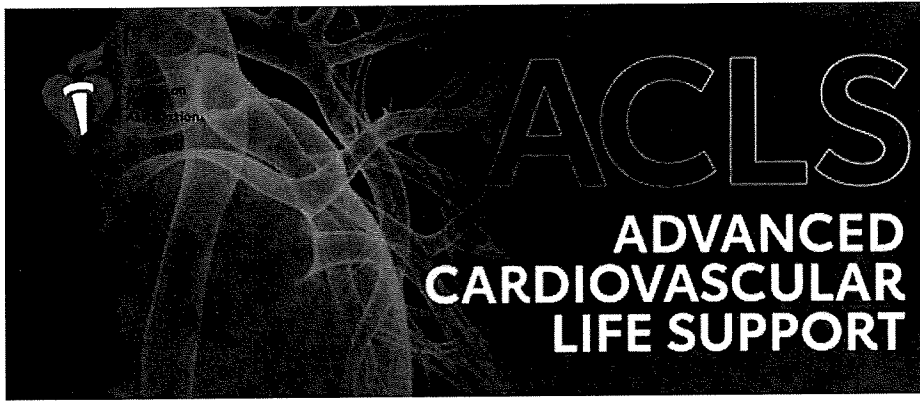
has successfully completed the PALS course and skills check off. Tri-State Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 10 contact hours applicable for APRN, RN, LPN or LMHT relicensure. Kansas State Board of Nursing provider number: _____

SEPTEMBER 20, 2024

Jennifer Bentzinger, RN, BSN
CNE Program Coordinator



Justin Bentzinger, RN, CEN, CRT,
NREMT-P
PALS Instructor



SEPTEMBER 19-20, 2024 ADVANCED CARDIOVASCULAR LIFE SUPPORT CLASS

Advanced Cardiovascular Life Support

ACLS is an advanced course that builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, and high-performance team dynamics. Hands-on team dynamics classroom activities, video-based course with real world scenarios.

LTxxxx-xxxx

Tri-State Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 10 contact hours applicable for APRN, RN, LPN, or LMHT relicensure. Kansas State Board of Nursing provider number: _____



**Instructor-led,
hands-on class
format reinforces
skills proficiency**

**The student is
responsible for
obtaining the most
current edition of the
ACLS provider
manual**

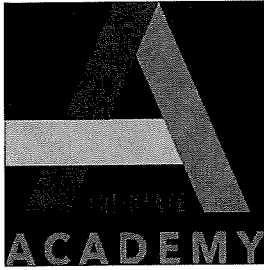
**The student is
required to complete
an online pre-course
assessment and
provide the
certificate when
presenting for class**

TRI-STATE ACADEMY

1819 Cherry Ave
Suite #200
Goodland, KS 67735
(785) 728-2146

www.beststaff.org

education@beststaff.org



CNE Class Refunds and Returned Check Policy

Name CNE Class Refunds and Returned Check Policy
Department Education
Date 10/2/2024
Revised 10/2/2024

Insufficient Funds/Returned Checks

There will be a \$35.00 service fee on all returned checks.

CNE Class Refunds

If the participant needs to cancel, you will be refunded if you notify us at least 48 hours prior to the start of the program. No refunds are paid after the 48-hour deadline. Tri-State Academy reserves the right to cancel or postpone a program when necessary or if minimum enrollment is not met. Refunds are made in full if the program is canceled by Tri-State Academy.

If a participant arrives after the class has started, they will be denied entry into the course, and their payment is forfeited without a refund. American heart Association (AHA) requires that you attend the entire course; you may NOT come late or leave early. Participants that 'no-show' will have their payment forfeited without a refund.

Document # 1001	Title: Continuing Education	Print Date: 05/01/2020
Revision # 1	Prepared by: Amber Conger, LPN	Date Prepared: 05/01/2020
Effective Date 05/05/2020	Reviewed by: Justin Bentzinger, RN	Date Reviewed: 05/05/2020
	Approved by: Justin Bentzinger, RN	Date Approved: 05/5/2020
	Revised by: Lace Morford	Date Revised: 09/28/2024

Policy: Tri-State Academy will provide continuing education for nursing staff and community members.

Purpose: To provide education to medical staff and community members.

Scope: This policy applies to all medical staff employed by Tri-State Resources, any medical staff outside of Tri-State Resources, and any community members that take a class offered by Tri-State Academy.

Responsibilities: The Instructor will be responsible for teaching the material to members of the class.

The Education Coordinator will be in charge of providing information regarding classes and the schedule.

The Education Coordinator will also keep records of continuing education for the required amount of time, 2 years.

The Education Coordinator will also handle any changes in policy or coordinator for continuing education.

The Education Coordinator will provide advertisements, flyers and brochures regarding current and future education class schedules. The advertisements will have the following statement listed on them: "Tri-State Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ___ contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: _____"

Policy Objectives:

1. Assessing the need and planning for continuing education
 - a. Education that is required by governing body for licenses within Tri-State Academy will be offered.
 - b. Any employee or community member may request a course to be offered.
 - i. When requested, Education Coordinator will determine need/interest in the course and plan accordingly.
 - c. Our Education Team consists of the CNE program coordinator, Instructor/Facility Director, Education Director and Coordinator.

2. Fees
 - a. No fee will be charged for continuing education classes.
 - b. These classes will be offered as community service.
 - c. \$35.00 fee on insufficient fund checks.
 - d. If the participant needs to cancel, you will be refunded if you notify us at least 48 hours prior to the start of the program. No refunds are paid after the 48-hour deadline. Tri State Academy reserves the right to cancel or postpone a program when necessary or if minimum enrollment is not met. Refunds are made in full if the program is canceled by Tri State Academy.

3. Advertisements/Announcements
 - a. Classes schedules will be posted as follows:
 - i. Flyers
 - ii. Upcoming courses will be posted on the company website.
 - iii. Flyers will be sent or emailed to area medical facilities with instructions on how to enroll in courses.

4. Instructors
 - a. Instructor(s) will be nursing staff with knowledge and expertise of offering.
 - b. In the event that staff is unable to meet the need, outside instructors will be provided that meet the requirements of the offering.

5. Change in Coordinator
 - a. The Education Coordinator will inform the Kansas State Board of Nursing, in writing, of any changes to coordinator or policies/procedures within 30 days of change.
 - b. Policies will be reviewed and revised every March and September.

6. Record Keeping

- a. Each member of the course will be provided with appropriate documentation upon completion of the course.
- b. Records will be maintained on a computer, on a secure network with daily backup, in the education file that has limited user access, ie: CNE Coordinator, Instructor/Director, Education Director/Coordinator, for a period of 2 years that include the following:
 - i. A summary of planning
 - ii. A copy of the offering announcement or flyer
 - iii. The title and objectives of the offering
 - iv. The offering agenda for the class
 - v. A bibliography
 - vi. A summary of participant's evaluations
 - vii. Each instructor's education and experiences
 - viii. Documentation to verify completion of the course
 - ix. Sign in sheets

7. Continuing Education Hours

- a. 1 CNE = contact hour = 50 minutes of learning
- b. 1 CEU = 10 contact hours
- c. No credit will be given for independent study as this will not be offered.
- d. Clinical hours will be awarded as 3 clinical hours = 1 contact hour.
- e. Instructors will be given credit for actual time of presentation, not including time for preparation or research. 2 CH = 1 hour of first-time presentation
- f. Complete attendance is required for credit.
 - i. Registration closes 15 minutes after program begins.
 - ii. If a participant arrives after the class has started, they will be denied entry into the course, and their payment is forfeited without a refund. American Heart Association (AHA) requires that you attend the entire course; you may NOT come late or leave early. Participants that 'no-show' will have their payment forfeited without a refund.
 - KAR 60-9-107(e)

8. Approved offerings shall include:

- a. A summary of planning
- b. Behavioral objectives
- c. Content shall meet the definition of a CNE in KSA 65-1117
- d. Instructor's education and experience including expertise in area

- e. Current bibliography
- f. Offering evaluation
- g. Sign in sheet
- h. Advertisement flyer
- i. Offering agenda
- j. Documentation to verify completion
- k. Roster



6490 RD 18
Goodland KS 67735
LT #####

Course Evaluation

Date: _____ Course: _____

Coordinator Name: Jennifer Bentzinger, RN, BSN

Instructor(s): _____

Location: _____

Please answer the following questions about your instructor.

My instructor:

- 1. Provided instruction and help during my class, in both the lecture and skills portion. Yes No
- 2. Answered all of my questions. Yes No
- 3. Was professional and courteous to the students. Yes No

Please answer the following questions about the course content.

- 1. The course learning objectives were clear. Yes No
- 2. The overall level of difficulty of the course was. Too hard Too easy Appropriate
- 3. The content was presented clearly. Yes No
- 4. The quality of any written materials, audio, or visual aids used were. Excellent Good Fair Poor
- 5. The equipment was clean and in good working order. Yes No

Please place any comments below.

After Completing This Evaluation

Please return this evaluation to your instructor before you leave the class.

If you have any concerns with this class, the content, or the instructor please call our office at 785-728-2146.

PALS Initial Course
September 19 & 20, 2024
1819 Cherry Ave Goodland, KS

Day 1			
8:00-8:05	Welcome, Course Introduction		
8:05-8:10	Lesson 1: Course Overview – Justin Bentzinger, RN, CEN, CRT, NREMT-P		
8:10-8:20	Lesson 2: Science of Pediatric Resuscitation – Justin Bentzinger, RN, CEN, CRT, NREMT-P		
8:20-8:40	Lesson 4: CPR Coach and High-Performance Teams–Justin Bentzinger, RN, CEN, CRT, NREMT-P		
Whole Group	Lessons 3A, 3B, 5A and 5B: BLS Practice and Testing Stations: Child and Infant High-Quality CPR All instructors	Lessons 6A and 6B: Overview of Systematic Approach; Secondary Assessment All Instructors	
8:40-9:30	Break		
9:40-10:30			
Divide class into 3 groups	Lessons 7A-7C: Management of Respiratory Emergencies; Respiratory Video Case Discussions; Learning Station: Airway Management Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lessons 8A-8C: Management of Shock Emergencies; Shock Video Case Discussions; Learning Station: Vascular Access Justin Bentzinger, RN, CEN, CRT, NREMT-P	Lessons 9A-9C: Management of Arrhythmia Emergencies; Arrhythmia Video Case Discussions; Learning Station: Rhythm Disturbances/ Electrical Therapy Justin Bentzinger, RN, CEN, CRT, NREMT-P
10:30-11:10	Group A	Group B	Group C
11:10-1150	Group B	Group C	Group A
1150-1230	Lunch		
1230-1:10	Group C	Group A	Group B
Divide class into 3 groups	Case Scenario Practice Respiratory Justin Bentzinger, RN, CEN, CRT, NREMT-P	Cases Scenario Practice Shock Justin Bentzinger, RN, CEN, CRT, NREMT-P	Case Scenario Practice Cardiac Justin Bentzinger, RN, CEN, CRT, NREMT-P
1:10-2:10	Group A	Group B	Group C
2:10-3:10	Group B	Group C	Group A
3:10-3:20	Break		
3:20-4:20	Group C	Group A	Group B
4:20-4:35	Lesson 10: Post-Cardiac Arrest Care – Justin Bentzinger, RN, CEN, CRT, NREMT-P		
4:35-5:10	Lesson 11: Coping With Death – Justin Bentzinger, RN, CEN, CRT, NREMT-P		
5:10-5:2010	End-of –Day Debriefing		

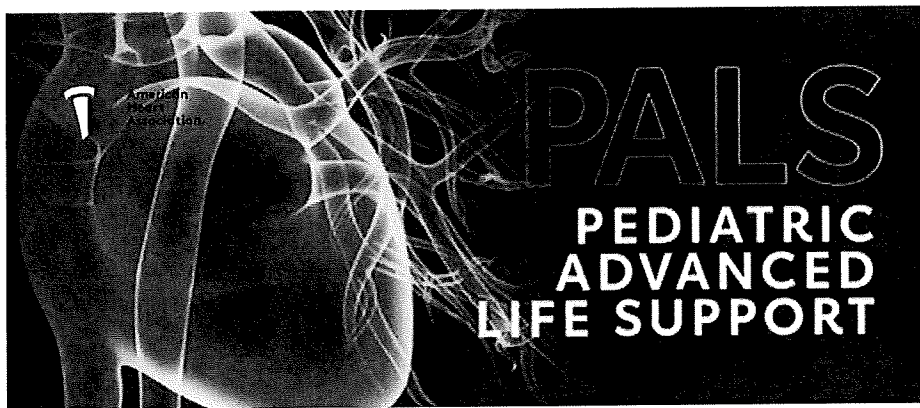
Day 2			
8:00-8:10		Recap – Justin Bentzinger, RN, CEN, CRT, NREMT-P	
<i>Divide class into 3 groups</i>		Lesson 12: Case Scenario Practice With Simulations Justin Bentzinger, RN, CEN, CRT, NREMT-P	
8:10-9:30	Group A	Group B	Group C
9:30-9:40		Break	
<i>Divide class into 3 groups</i>		Lesson 13: Case Scenario Testing	
9:40-11:00	Group A	Group B	Group C
11:00-12:00		Lesson 14: Exam	
1200-1230		Class ends and remediation	

*Lesson 5C: Learning/Testing Station: Child and Infant Choking (Optional) (20 minutes) may be facilitated in this time slot.

Group A

Group B

Group C



Includes realistic, clinical scenarios that encourage active participation, delivered through actual pediatric patient videos and lifelike simulations

The student is responsible for obtaining the most current edition of the PALS provider manual

The student is required to complete an online pre-course assessment and provide the certificate when presenting for class

SEPTEMBER 19-20, 2024 PEDIATRIC ADVANCED LIFE SUPPORT CLASS

Pediatric Advanced Life Support

PALS aims to improve outcomes for pediatric patients by preparing healthcare provider to effectively recognize and intervene in patients with respiratory emergencies, shock, and cardiopulmonary arrest by using high-performance team dynamics and high-quality individual skills. The course includes a series of case scenario practices with simulations that reinforce important concepts.

Hands-on class format to reinforce skills proficiency.

LTxxxx-xxxx

Tri-State Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 10 contact hours applicable for APRN, RN, LPN, or LMHT relicensure. Kansas State Board of Nursing provider number: _____



TRI-STATE ACADEMY

1819 Cherry Ave
Suite #200
Goodland, KS 67735
(785) 728-2146

www.beststaff.org

education@beststaff.org

**There Will Be A \$35.00
Service Fee On All
Returned Checks**



JENNIFER L. BENTZINGER

6490 RD 18 ♦ Goodland, KS 67735 ♦ (970) 571-1103 ♦ jenbentzinger@gmail.com

PROFILE

I AM A DEDICATED NURSE THAT HAS CLINICAL EXPERIENCE IN ONCOLOGY, MEDICAL/SURGICAL, LONG-TERM CARE, AND EDUCATION. I HAVE A PASSION FOR PROVIDING EDUCATION IN OUR RURAL AREA TO OTHER MEDICAL STAFF.

WORK EXPERIENCE

<i>PRESBYTERIAN ST. LUKE'S MEDICAL CENTER</i> (DENVER, CO) ONCOLOGY NURSE, PRIMARY ♦ DIRECT PATIENT CARE	2011-2014
<i>TRI-STATE STAFFING</i> (GOODLAND, KS) STAFF NURSE ♦ MEDICAL/SURGICAL, LONG-TERM CARE HIPPA & ETHICS COMPLIANCE OFFICER EDUCATION INSTRUCTOR ♦ DEVELOPS AND IMPLEMENTS NURSING EDUCATION PRACTICES ♦ BLS INSTRUCTOR	2014-PRESENT

EDUCATION

<i>UNIVERSITY OF COLORADO DENVER</i> , College of Nursing (Denver, CO) Bachelor of Science in Nursing	December 2010
<i>UNIVERSITY OF COLORADO AT BOULDER</i> , College of Arts and Sciences (Boulder, CO) Bachelor of Arts in Molecular, Cellular, and Developmental Biology with Distinction	May 2004

PROFESSIONAL EXPERIENCE

<i>FELLOWSHIP OF CATHOLIC UNIVERSITY STUDENTS (FOCUS)</i> Human Resources Program Manager, National Office (Northglenn, CO)	Feb. 2008-May 2009
♦ Assessed gap between staff's ability to create and accomplish goals. Collaborated with software company to customize a goal planning, tracking, and evaluation system and trained staff nationwide in the new technology to enhance their capacity to fulfill the organization's mission.	
♦ Identified inefficiency and inconsistency in hiring practices and revised standard operating procedure to improve inter-departmental communication and to increase quality of hiring.	
♦ Advocated for retiring missionaries by integrating their feedback into the design and implementation of a 3-day training program geared to equip them with resources for pursuing success outside of FOCUS.	
Team Director , U.S. Air Force Academy (Colorado Springs, CO)	June 2007-Jan. 2008
Team Director , Colorado State University (Fort Collins, CO)	June 2006-May 2007
♦ Supervised teams of three full-time missionaries in executing effective, culturally-relevant, campus ministry outreach.	
♦ Collaborated with teammates to optimize resources, assure program quality and reproducibility, and evaluate outcome of efforts.	
♦ Utilized delegation and on-the-job teaching opportunities to coach three missionaries in leadership principles, assisting in their promotions to Team Director positions.	
♦ Demonstrated time management, prioritization, and flexibility by balancing role as Team Director with responsibilities as missionary while fundraising 100% of annual salary.	
Senior Missionary , U.S. Naval Academy (Annapolis, MD)	June 2005-May 2006

Campus Missionary, Hastings College (Hastings, NE) June 2004-May 2005

- ♦ Served on a team dedicated to campus outreach and fostered capacity to discuss difficult topics sensitively with students.
- ♦ Mentored college students one-on-one to address their spiritual, psychosocial, and emotional needs and built stable, trusting relationships that encouraged healthy lifestyles.
- ♦ Facilitated small group Bible studies that empowered students with tools to engage in ethical decision-making and to positively impact their peers. (to share their faith with their peers or to communicate their faith to their peers)
- ♦ Developed an understanding of the necessity of cultural competence (in order to effectively communicate with) when promoting positive behavioral changes in students from diverse religious, ethnic, and social backgrounds.
- ♦ Gained invaluable experience extending compassionate, holistic care to students in vulnerable or crisis situations such as the diagnosis of a parent with cancer and the death of a classmate.

COMMUNITY INVOLVEMENT

- PARIS PALS VOLUNTEER, Paris Elementary (Aurora, CO) Sept. 2010-2011*
- ♦ Correspond with fourth grade pen pal and interact with students in monthly activities.
- COLLEGE OF NURSING TUTOR, University of Colorado Denver (Denver, CO) June 2010-Dec 2010*
- ♦ Recruited by Assistant Dean for Student Affairs and Diversity to offer tutoring for nursing courses.
- NURSING STUDENT COUNCIL VICE-PRESIDENT, University of Colorado Denver (Denver, CO) Sept. 2009-Dec 2010*
- ♦ Interfaced with faculty to advocate for student-desired change in honors policy.
 - ♦ Assisted in creation of council mission statement.
- YOUTH GROUP LEADER, Immaculate Heart of Mary Parish (Northglenn, CO) Sept. 2008-May 2009*

PROFESSIONAL MEMBERSHIPS

- ONCOLOGY NURSING SOCIETY, member Sept. 2010-present*
- NATIONAL ASSOCIATION OF CATHOLIC NURSES USA, member Sept. 2010-present*
- CATHOLIC MEDICAL ASSOCIATION, member Aug. 2009-present*
- NATIONAL STUDENT NURSES ASSOCIATION, member June 2009-June 2010*

KEY HONORS

- CHANCELLOR'S RECOGNITION AWARD, 1 of 7 honored from over 2000 graduates May 2004*
- COLLEGE OF ARTS AND SCIENCES DEAN'S LIST, 8 semesters Dec. 2000-May 2004*
- PRESIDENTS LEADERSHIP CLASS SCHOLAR*
- BOETTCHER FOUNDATION SCHOLAR*

CLINICAL EXPERIENCE

- MEDICAL-SURGICAL NURSING, Exempla St. Joseph Hospital (Denver, CO)*
- PEDS*
- OB*
- MEDICAL-SURGICAL NURSING, Presbyterian/St. Luke Hospital (Denver, CO)*
- ONCOLOGY*
- MENTAL HEALTH*
- PUBLIC HEALTH*
- MEDICAL-SURGICAL NURSING, TRI-STATE STAFFING (GOODLAND, KS)*
- LTC*

CERTIFICATIONS

- BLS INSTRUCTOR EXP 9/2026*
- CO RN LICENSE EXP 9/30/2025*

REFERENCES AVAILABLE UPON REQUEST.

Advanced Cardiovascular Life Support Course Roster

Emergency Cardiovascular Care Programs



Course Information

- ACLS Course
- ACLS Update Course
- HeartCode® ACLS
- ACLS EP
- ACLS Instructor
- ACLS EP Instructor

Lead Instructor _____
 Lead Instructor ID# _____
 Card Expiration Date _____
 Training Center University of Colorado Health
 Training Center ID# CO20813
 Training Site Name (if applicable) _____
 Address 2050 KidsKare Point
 City, State ZIP Colorado Springs, CO. 80910
 Course Location Memorial Hospital

Course Start Date/Time _____	Course End Date/Time _____	Total Hours of Instruction _____
No. of Cards Issued _____	Student-Manikin Ratio _____	Issue Date of Cards _____

Assisting Instructor *(Attach copy of instructor aligned with a TC other than the primary TC)*

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

Signature of Lead Instructor

Date

Course Participants



Date _____ Course _____ Lead Instructor _____ Lead Instr. ID# _____

<i>Name and Email</i> <small>Please PRINT as you wish your name to appear on your card. Please print email address legibly.</small>	<i>Mailing Address/Telephone</i>	<i>Complete/Incomplete</i>	<i>Remediation/Date Completed (if applicable)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Pediatric Advanced Life Support Course Roster

Emergency Cardiovascular Care Programs



Course Information

- PALS Course
- PALS Update Course
- HeartCode® PALS
- PALS Instructor

Lead Instructor _____
 Lead Instructor ID# _____
 Card Expiration Date _____
 Training Center _____
 Training Center ID# _____
 Training Site Name (if applicable) _____
 Address _____
 City, State ZIP _____
 Course Location _____

Course Start Date/Time _____	Course End Date/Time _____	Total Hours of Instruction _____
No. of Cards Issued _____	Student-Manikin Ratio _____	Issue Date of Cards _____

Assisting Instructor *(Attach copy of instructor aligned with a TC other than the primary TC)*

Name and Instructor ID#	Card Exp. Date	Name and Instructor ID#	Card Exp. Date
1.		5.	
2.		6.	
3.		7.	
4.		8.	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with AHA guidelines.

 Signature of Lead Instructor

 Date

Course Participants



Date _____ Course _____ Lead Instructor _____ Lead Instr. ID# _____

<i>Name and Email</i> <small>Please PRINT as you wish your name to appear on your card. Please print email address legibly.</small>	<i>Mailing Address/Telephone</i>	<i>Complete/Incomplete</i>	<i>Remediation/Date Completed (if applicable)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Total Program Evaluation Example:

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
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Administration	Yearly	<p>Jennifer Bentzinger, RN, BSN (Coordinator)</p> <p>Justin Bentzinger, RN, CEN, CRT, NREMT-P (Instructor, Director)</p>	Review job description	<p>Tri State Resources, Inc dba Tri State Academy 6490 RD 18 Goodland KS 67735</p> <p>Jennifer Bentzinger, RN, BSN (Program Coordinator)</p> <ul style="list-style-type: none"> * BSN 2010 University of Colorado Denver * Oncology Nurse * Staff Nurse * HIPPA & Ethics Compliance Officer * Education Coordinator * BLS Instructor <p>Justin Bentzinger, RN (Instructor/Director)</p> <ul style="list-style-type: none"> * ADN * Justin Bentzinger, RN, CEN, CRT, NREMT-P ---see attached resume * Registered Nurse * Certified Respiratory Therapist * Paramedic * BLS Instructor * ACLS Instructor * PALS Instructor * National Incident Management System 300 - FEMA * Director of Tri State Staffing * Director of Nursing 	
Policies: Assess need, planning				<p>Tri State Academy was developed to help with the need of continuing education courses closer to home in NW Kansas, Eastern Colorado, & Southern Nebraska. By offering CNE this will allow medical staff to stay up to date on</p>	

Fee Assessment	Yearly		Policy meets organization and customer needs	hours prior to the start of the program. No refunds are paid after the 48-hour deadline. Tri State Academy reserves the right to cancel or postpone a program when necessary or if minimum enrollment is not met. Refunds are made in full if the program is canceled by Tri State Academy. Attachment (insufficient fund check fee)
Policies: Announcement	Yearly		Review to be certain they reflect necessary information	Flyers * ACLS * PALS Attachment (Flyers) KAR 60-9-107 (b) (3) (C)
Policies: Offering approval process	Yearly		Review policies and compare to KSBN requirements	1.) Tri State Academy was developed to help with the need of continuing education courses closer to home in NW Kansas, Eastern Colorado, & Southern Nebraska. By offering CNE this will
Policies:				No Independent Study CNE = 1 CNE contact hour = 50 minutes of learning CEU = 1 CEU=10 contact hours Complete attendance is required for credit. Instructor Credit = 2 CH= 1 hour of first-time presentation You MUST arrive at your scheduled class 10-15 minutes before the course

Awarding contact hours	Yearly		Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit	starts. Registration closes 15 minutes after program begins. If a participant arrives after the class has started, they will be denied entry into the course, and their payment is forfeited without a refund. American Heart Association (AHA) requires that you attend the entire course; you may NOT come late or leave early. Participants that 'no-show' will have their payment forfeited without a refund. KAR 60-9-107(e)	
Policies: Verifying participation/ completion	Yearly		Review rosters and certificates; compare to KSBN requirements	Participants will be required to sign in daily on the roster sheet to verify attendance. Upon completion, a certificate stating credits will be distributed to all attendees. A certificate cannot be issued without license number, credential, and signature on the roster. * ACLS course roster * PALS course roster * Tri State Academy roster Attachment (rosters) KAR 60-9-107 (f)(g)	
Policies:				Tri State Academy will keep 2 years worth of records of the participants pretest, test answer sheet, sign in sheets (both ACLS/PALS roster & Tri State Academy roster) and enroll along with	

Record keeping	Yearly		Audit contents of files for compliance with KSBN requirements	<p>Academy roster), and evals, along with summary of the planning, copy of announcement/brochures, title and objectives, offering agenda; each instructor's education and experience; documentation to verify completion. These items will be scanned & filed on computer on a secure network with daily backup, in the education file that has limited user access, i.e.: CNE Coordinator, Instructor/Director, Education Director/Coordinator.</p> <p>Attachment (rosters) KAR 60-9-107(h)</p>	
Policies: Notification of changes	Yearly		Review procedures for changes reported to KSBN	<p>Tri State Academy program coordinator will notify KSBN in writing of any changes in the individual that is responsible for the providership or required polices and procedures within 30 days. * Email or mailed letter KAR 60-9-107(b)(3)(H)</p>	

Total Program Evaluation effectiveness	Yearly		Review total program evaluation and compare contents to KSBN requirements	<p>The CNE annual report contains information gathered from 1 year starting July 1 and ending the next year on July 31. For the first 2 years, 1 CNE offering information must be submitted and include the following information; Summary of planning, copy of brochure, course title & objectives, offering agenda, bibliography, summary of participants evals, each instructors education & experiences, documents to verify completion of the course offered.</p> <p>Total number of classes offered ____</p> <p>Total number of contact hours presented ____</p> <p>Total number of APRN participants __</p> <p>Total number of RN participants ____</p> <p>Total number of LPN participants ____</p> <p>Total number of LMHT participants _</p> <p>Total Number of Offering Contact Hours _____</p> <p>Nurses: _____ taught by _____</p> <p>Others: _____ \$50.00 fee must be submitted as well.</p>	
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2024 LTP Annual Report & Fee Submission

LTP Provider	Annual Report Submitted	Annual Fee Submitted	Offering Number	Contact hours	APRN Participants	RN Participants	LPN Participants	LMHT participants	IS contact hours	
A.M. Working LLC	7/31/2024	Yes	10	10	14	12	14	0	0	
Accredo Health, Inc.	7/23/2024	Yes	20	75.9	0	56	0	0	37.5	Relinquished 5/8/24
AdventHealth Ottawa	7/1/2024	Yes	32	401	3	76	0	0	0	
Aesthetic Learning Lab				0						
Amberwell Health	7/16/2024	Yes	8	50	0	29	0	0	0	
American Academy of Family Physicians	8/16/2024	Yes	2	3023.7	204	1,374	9	9	21.6	
ARJ Infusion Service, Inc	7/11/2024	Yes	1	2	0	9	0	0	0	
B.E. Education Group, LLC	7/31/2024	Yes	10	257	1	19	2	4	9	
Blue Valley School District	5/15/2024	Yes	4	4	0	48	1	0	0	
Brighton Hospice										
Burnout Academy										
Butler Community College	7/1/2024	Yes	0	0	0	0	0	0	0	Not renewing 6/12/24
Carefour Associates	9/7/2024	Yes	0	0	0	0	0	0	0	
Case Management Society of America - KC	7/22/2024	Yes	8	36	0	83	3	0	0	
CE Nursing Provider	8/17/2024	No								
CE that Matters	7/16/2024	No	0	0	0	0	0	0	12	
Citizens Medical Center, Inc.	7/16/2024	Yes	22	513	5	73	1	0	0	
North Central Kansas Medical Center	7/30/2024	Yes	0	0	0	0	0	0	0	
Coffeyville Regional Medical Center	6/24/2024	Yes	8	300	0	33	0	0	0	
Community HealthCare system	7/1/2024	Yes	12	31	7	48	4	0	0	
Debriefing the Front Lines, Inc.	7/13/2024	Yes	5	7.5	72	168	0	0	0	
Dodge City Community College	7/30/2024	Yes	0	0	0	0	0	0	0	
Dr. G the NP	7/14/2024	Yes	5	36	20	0	0	0	0	
DSD Whole Body Wellness	9/18/2024	Yes	0	0	0	0	0	0	0	
Eagle Med, LLC	7/24/2024	Yes	267	1812	61	1040	36	0	0	
EvaZee Wellness LLC	7/1/2024	Yes	0	0	0	0	0	0	0	
Faith Community Nurses' Assoc. of OK	6/4/2024	Yes	5	16.25	2	162	2	0	0	
Fort Scott Community College	8/5/2024	Yes	0	0	0	0	0	0	0	
GEM Healthcare Consulting	7/28/2024	Yes	0	0	0	0	0	0	0	

GERTI	7/11/2024	Yes	42	307	0	152	20	0	0
Girard Medical Center	7/31/2024	Yes	18	268	0	72	0	4	0
Great Plains Health Alliance	7/19/2024	Yes	13	128	1	88	1	0	0
Greater KC Chap of American Society for Pain Mgmt	7/30/2024	Yes	37	214	399	784	0	0	14.1
Greater KS Chapter of NAPNAP	8/20/2024	Yes	0	0	0	0	0	0	0
Hart Healthcare Solutions LLC	8/16/2024	Yes	0	0	0	0	0	0	1
Hays Medical Center	7/25/2024	Yes	60	253.5	106	507	21	0	0
HCA MidAmerica Clinical Education	7/23/2024	Yes	113	514.9	39	3807	7	0	23.6
Hutchinson Community College	7/19/2024	Yes	10	2731.3	5	294	40	0	0
Hutchinson Regional Medical Center	7/12/2024	Yes	7	27.5	0	27	0	0	0
Institute for Natural Resources	7/30/2024	Yes	48	256	0	256	18	0	26
Interim Healthcare	6/21/2024	Yes	12	13.5	2	33	10	0	0
Johnson County Dept of Health & environment	7/29/2024	Yes	2	768.8	4	61	7	0	0
Just Some Podcast									
Kansas City CARE Clinic	7/19/2024	Yes	63	117.5	146	381	39	0	0
Kansas City Hospice & Palliative Care	7/19/2024	Yes	47	77	26	255	80	0	0
Kansas Coalition Against Sexual & Domestic Violence	6/30/2024	Yes	17	289	4	82	1	0	0
Kansas Department of Health & Environment	6/27/2024	Yes	0	0	0	0	0	0	0
Kansas Foundation for Medical Care	5/31/2024	Yes	11	465	1	175	28	0	0
Kansas HealthCare Association	7/17/2024	Yes	69	322.5	0	823	324	0	0
Kansas Heart Hospital	7/29/2024	Yes	15	53.5	0	127	1	0	0
Kansas Home Care & Hospice Association	7/1/2024	Yes	19	61.7	1	420	9	0	6
Kansas Hospital Association	7/18/2024	Yes	20	127	0	908	31	0	0
Kansas State Board of Nursing									
Labette Health	6/27/2024	Yes	7	728.5	0	56	2	0	0
Larned State Hospital	7/15/2024	Yes	98	590	21	236	134	3	0
Last Made First	6/25/2024	Yes	3	0	0	0	0	0	0
Lawrence Memorial Hospital	9/20/2024	Yes	28	77.5	20	192	7	0	0
Leading Age Kansas	7/5/2024	Yes	43	182.5	0	236	45	0	0

Legal Nurse Pro	6/12/2024	Yes	4	8	0	88	21	0	0
Lynda Meyers and Company	7/20/2024	Yes	5	20	0	4	0	0	0
Manhattan Area Technical College	6/24/2024	Yes	0	0	0	0	0	0	0
MedAlign Innovative Solutions LLC	8/1/2024	Yes	2	31	0	5	1	0	0
Mental Health Associatiom of South Central KS	7/29/2024	Yes	0	0	0	0	0	0	0
Mid-America Wound Healing Society									
Midland Care Connection	8/21/2024	Yes	25	43	5	134	14	20	0
New Bith Company									
Newman Regional Health	8/5/2024	Yes	13	38	5	158	21	3	39.9
Newton Medical Center	7/18/2024	Yes	14	109.5	2	77	9	0	0
NP Certification Academy									
Nurse Speak, The		Yes							
Nursing CEUs with Lauran	7/26/2024	Yes	0	0	0	0	0	0	0
Ohio Association of Occupational Health Nurses LLC	7/30/2024	Yes	6	16	20	149	14	0	0
Olathe Medical Center	7/24/2024	NA	94	511.7	28	500	10	0	21.7
Olathe Public Schools#233, Mill Creek Campus	5/24/2024	Yes	3	3.5	5	60	0	0	0
Optum Infusion Pharmacy	7/9/2024	Yes	27	27	7	458	0	0	0
Osawatomie State Hospital	7/12/2024	Yes	74	545	9	123	40	7	0
Parris Health Training Services									
Pittsburg State University, School of Nursing	7/1/2024	Yes	0	0	0	0	0	0	0
Presbyterian Manors of Mid-America	6/24/2024	Yes	15	64.5	0	254	43	0	0
Pro Med Care	10/1/2024	Yes	0	0	0	0	0	0	0
Professional Continuing Education, Inc	8/18/2024	Yes	0	0	0	0	0	0	12
Providence Medical Center	7/12/2024	Yes	32	167.9	0	425	47	0	0
Republic County Hospital	7/17/2024	Yes	17	131.8	3	141	3	0	3.7
Salina Regional Health Center	8/2/2024	Yes	61	305.5	3	372	11	0	0
Salina Surgical Hospital	6/24/2024	Yes	6	34	0	25	1	0	0
Sarah Jorgensen	6/30/2024	Yes	0	0	0	0	0	0	4

Seward County Community College	6/3/2024	Yes	0	0	0	0	0	0	0
Shawnee Mission Public Schools	5/15/2024	Yes	10	15.25	0	391	0	0	0
Southwest Medical Center	6/27/2024	Yes	9	44	9	22	0	0	0
Stormont Vai Health Center	7/22/2024	Yes	154	823.4	257	926	69	9	6
Susan B. Allen Memorial Hospital	7/15/2024	Yes	16	68	3	87	0	0	0
TCG Media, LLC	7/31/2024	Yes	0	0	0	0	0	0	67.9
The Nursing Connection	8/28/2024	Yes	6	308	3	118	0	0	0
University of Kansas Health System St. Francis	7/25/2024	Yes	52	82	80	221	15	0	0
University of Kansas, Area Health Education Ctr, E	7/25/2024	Yes	678	1740.9	1013	2700	310	1	33.74
Victorius Mentoring LLC									
Washburn University , School of Nursing	7/22/2024	Yes	2	2	5	13	0	0	0
Wichita State University, College of Health Prof.	7/29/2024	Yes	15	173.5	83	1506	111	0	0
William Newton Hospital	7/2/2024	Yes	25	88.5	6	59	4	0	0
TOTAL			1,530	17,848.50	1,345	17,753	1,247	50	232.1

2024 IV Therapy Annual Report Data

Provider	Annual Report Received	Courses Provided	Number provided	RNs enrolled	LPN enrolled	LPN withdrew	LPN failed	LPN certified
Allied Health Career Training	Yes	Yes	5	0	39	6	1	33
Butler Community College	Yes	No						
Cloud County Community College	Yes	No						
Colby Community College	Yes	No						
Cowley College	Yes	Yes	1	0	1	0	0	1
Flint Hills Technical College	Yes	Yes	5	0	32	1	2	29
Garden City Community College	Yes	Yes	1	0	29	2	4	23
Hays Medical Center	Yes	No						
Highland Community College	Yes	No						
Hutchinson Community College	Yes	No						
Johnson County Community College	Yes	No						
Kansas College of Nursing, LLC	Yes	No						
KHCA Management LLC	Yes	Yes	5	1	19	0	0	19
Labette Health	Yes	No						
Manhattan Area Technical College	Yes	No						
Neosho County Community College	Yes	Yes	3	0	36	0	0	36
North Central Kansas Technical College - Beloit	Yes	No						
North Central Kansas Technical College - Hays	Yes	Yes	1	0	6	0	0	6
Omnicare of Kansas City	Yes	Yes	1	1	8	1	0	7
Seward County Community College	Yes	Yes	1	0	4	1	0	3
Sotormont-Vail Health	Yes	Yes	3	0	17	0	0	17
VA Eastern Kansas Health Care System	Yes	Yes	1	0	6	0	0	6

Five Year
Regulation Legislative
Review

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 16.—Intravenous Fluid Therapy for Licensed Practical Nurse

60-16-101. Definitions. Each of the following terms, as used in this article of the board's regulations, shall have the meaning specified in this regulation:

- (a) "Administration of intravenous (IV) fluid therapy" means utilization of the nursing process to deliver the therapeutic infusion or injection of substances through the venous system.
- (b) "Admixing" means the addition of a diluent to a medication or a medication to an intravenous solution.
- (c) "Calculating" means mathematically determining the flow rate and medication dosages.
- (d) "Clock-hour" means 60 continuous minutes.
- (e) "Competency examination" means a written examination and demonstration of mastery of clinical components of IV fluid therapy.
- (f) "Discontinuing" means stopping the intravenous flow or removing the intravenous access device, or both, based on an authorized order or nursing assessment.
- (g) "Evaluating" means analyzing, on an ongoing basis, the monitored patient response to the prescribed IV fluid therapy.
- (h) "Initiating" means starting IV fluid therapy based on an authorized order by a licensed individual. Initiating shall include the following:
 - (1) Assessing the patient;
 - (2) selecting and preparing materials;
 - (3) calculating; and
 - (4) inserting and stabilizing the cannula.
- (i) "Intravenous push" means direct injection of medication into the venous circulation.

(j) "IV" means intravenous.

(k) "Maintaining" means adjusting the control device for continuance of the prescribed IV fluid therapy administration rate.

(l) "Monitoring" means, on an ongoing basis, assessing, observing, and communicating each patient's response to prescribed IV fluid therapy. The infusion equipment, site, and flow rate shall be included in the monitoring process.

(m) "Stand-alone," when used to describe a course, means an IV fluid therapy course offered by a provider that has been approved by the board to offer the course independently of an approved practical nursing program.

(n) "Titration of medication" means an adjustment of the dosage of a medication to the amount required to bring about a given reaction in the individual receiving the medication. (Authorized by and implementing K.S.A. 65-1136; effective Nov. 21, 1994; amended June 12, 1998; amended Oct. 29, 1999; amended June 14, 2002; amended Jan. 17, 2020.)

***** *Authenticated Kansas Administrative Regulation* *****

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 16.—Intravenous Fluid Therapy for Licensed Practical Nurse

60-16-103. Stand-alone course approval procedure; competency examinations; recordkeeping.

(a) Each person wanting approval to offer a stand-alone course shall submit a proposal to the board.

The proposal shall contain the following:

- (1) The name and qualifications of the coordinator;
 - (2) the name and qualifications of each faculty member of the course;
 - (3) the mechanism through which the provider will determine that each licensed practical nurse seeking to take the course meets the admission requirements;
 - (4) a description of the educational and clinical facilities that will be utilized;
 - (5) the outlines of the classroom curriculum and the skills curriculum, including time segments. These curricula shall meet the requirements of K.A.R. 60-16-104(b);
 - (6) the methods of student evaluation that will be used, including a copy of the final written competency examination and the final skills competency examination; and
 - (7) if applicable, a request for continuing education approval meeting the following requirements:
 - (A) For each long-term provider, the stand-alone course provider number shall be printed on the certificates and the course roster, along with the long-term provider number; and
 - (B) for each single program provider, the single program application shall be completed.
- (b) To be eligible to enroll in a stand-alone course, the individual shall be a nurse with a current license.
- (c)(1) Each stand-alone course shall meet both of the following requirements:
- (A) Consist of at least 30 clock-hours of instruction; and
 - (B) require at least eight clock-hours of supervised clinical or skills lab practice, which shall include

at least one successful peripheral venous access procedure and the initiation of an intravenous infusion treatment modality.

(2) Each stand-alone course, final written competency examination, and final clinical competency examination shall meet the board-approved curriculum requirements specified in K.A.R. 60-16-104(b) (1)-(23).

(d)(1) Each stand-alone course coordinator shall meet the following requirements:

- (A) Be licensed as a registered professional nurse;
- (B) be responsible for the development and implementation of the course; and
- (C) have experience in IV fluid therapy and knowledge of the IV fluid therapy standards.

(2) Each primary faculty member shall meet the following requirements:

- (A) Be currently licensed to practice as a registered professional nurse in Kansas;
- (B) have clinical experience that includes IV fluid therapy within the past five years; and
- (C) maintain competency in IV fluid therapy.

(3) Each guest lecturer shall have professional preparation and qualifications for the specific subject in which that individual instructs.

(e)(1) The facility in which skills practice and the competency examination are conducted shall allow the students and faculty access to the IV fluid therapy equipment and IV fluid therapy recipients and to the pertinent records for the purpose of documentation. Each classroom shall contain sufficient space, equipment, and teaching aids to meet the course objectives.

(2) There shall be a signed, written agreement between the provider and each affiliating health care facility that specifies the roles, responsibilities, and liabilities of each party. This written agreement shall not be required if the only health care facility to be used is that of the provider.

(f)(1) The stand-alone course coordinator shall perform the following:

- (A) Ensure that the clinical record sheet is complete, including competencies and scores;
- (B) award a certificate to each licensed nurse documenting successful completion of both the final written competency examination and the final skills competency examination;
- (C) submit to the board, within 15 days of course completion, a typed, alphabetized roster listing the name and license number of each individual who successfully completed the course and the date of completion. The coordinator shall ensure that each roster meets the following requirements:

(i) RN and LPN participants shall be listed on separate rosters; and

(ii) the roster shall include the provider name and address, the single or long-term provider number, the stand-alone course provider number, and the coordinator's signature; and

(D) maintain the records of each individual who has successfully completed the course for at least five years.

(g) Continuing education providers shall award at least 32 contact hours to each LPN who successfully completes the course according to K.A.R. 60-9-106. Continuing education providers shall award 20 contact hours, one time only, to each RN who successfully completes the course.

(h) After initial approval, each change in the stand-alone course shall be provided to the board for approval before the change is implemented.

(i)(1) Each stand-alone course provider shall submit to the board an annual report for the period of July 1 through June 30 of the respective year that includes the total number of licensees taking the course, the number passing the course, and the number of courses held.

(2) The single program providership shall be effective for two years and may be renewed by submitting the single offering provider application and by paying the fee specified in K.A.R. 60-4-103(a)(5). Each single program provider who chooses not to renew the providership shall notify the board in writing of the location at which the rosters and course materials will be accessible to the board for three years.

(3) Each long-term provider shall submit the materials outlined in subsection (a) with the five-year long-term provider renewal.

(j) If a course does not meet or continue to meet the requirements for approval established by the board or if there is a material misrepresentation of any fact with the information submitted to the board by a provider, approval may be withheld, made conditional, limited, or withdrawn by the board after giving the provider notice and an opportunity to be heard. (Authorized by and implementing K.S.A. 65-1136; effective Nov. 21, 1994; amended June 14, 2002; amended July 29, 2005; amended May 18, 2012; amended Jan. 17, 2020.)

***** *Authenticated Kansas Administrative Regulation* *****

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 16.—Intravenous Fluid Therapy for Licensed Practical Nurse

60-16-104. Standards for course and program curriculum content. (a) The purpose of the intravenous fluid therapy content and stand-alone course shall be to prepare practical nursing students or licensed practical nurses to perform safely and competently the activities as defined in K.A.R. 60-16-102. The course shall be based on the nursing process and current intravenous nursing standards of practice.

(1) Intravenous fluid therapy content provided as part of a practical nursing program's curriculum as specified in K.A.R. 60-2-104 or as a stand-alone course offered by an approved provider shall meet the requirements of this regulation.

(2) Each provider of a stand-alone course shall obtain approval from the board before offering an intravenous fluid therapy course as specified in K.A.R. 60-16-103.

(3) Each provider of a stand-alone course shall submit documentation of the use of the curriculum required in this regulation to the board.

(4) Each practical nursing program administrator wanting to implement the intravenous fluid therapy curriculum as required in this regulation shall submit a major curriculum change form as specified in K.A.R. 60-2-104(g).

(b) Each stand-alone course or practical nursing program curriculum in intravenous fluid therapy shall include instruction in the following topics:

(1) Definition of intravenous fluid therapy and indications as specified in K.A.R. 60-16-101;

(2) scope of practice as specified in K.A.R. 60-16-102;

(3) types of vascular-access delivery devices;

(4) age-related considerations;

(5) legal implications for intravenous fluid therapy;

(6) anatomy and physiology;

- (7) fluid and electrolyte balance;
- (8) infusion equipment used in intravenous fluid therapy;
- (9) patient care;
- (10) infusion therapies;
- (11) parenteral solutions and indications;
- (12) infection control and safety;
- (13) site care and maintenance;
- (14) vascular-access device selection and placement;
- (15) insertion of peripheral short catheters;
- (16) administration, maintenance, and monitoring of peripheral intravenous fluid therapy;
- (17) infusion-related complications and nursing interventions;
- (18) central and peripheral vascular devices;
- (19) administration, maintenance, and monitoring of central intravenous fluid therapy;
- (20) documentation;
- (21) patient education;
- (22) a testing component through which each student is able to demonstrate competency related to intravenous fluid therapy; and
- (23) a means to verify that a student has successfully completed the stand-alone course or practical nursing program curriculum in intravenous fluid therapy as specified in this regulation. (Authorized by and implementing K.S.A. 65-1136; effective Nov. 21, 1994; amended Dec. 13, 1996; amended Oct. 29, 1999; amended April 20, 2001; amended June 14, 2002; amended July 29, 2005; amended May 18, 2012; amended Jan. 17, 2020.)

**** *Authenticated Kansas Administrative Regulation* ****

Kansas Administrative Regulations

Agency 60

State Board of Nursing

Article 12.—Continuing Education for Mental Health Technicians

60-12-106. License renewal. (a) Each licensee shall submit a renewal application and the renewal fee specified in K.A.R. 60-8-101 no later than December 31 in each even-numbered year.

(b) Any licensed mental health technician may be required to submit proof of completion of 30 contact hours during the most recent prior licensing period. Contact hours accumulated in excess of the 30-hour requirement shall not be carried over to the next license renewal period.

This proof of completion shall be documented as follows:

(1) (A) Name of the continuing mental health technician education (CMHTE) offering or college course;

(B) provider name or name of the accrediting organization;

(C) provider number or number of the accrediting organization, if applicable;

(D) offering date; and

(E) number of contact hours; or

(2) approved IOA.

(c) Any individual attending an offering not previously approved by the board may submit an application for an individual offering approval (IOA). Credit may be given for offerings that the licensee demonstrates to be relevant to the licensee's practice of mental health technology. Each separate offering shall be approved before the licensee submits the license renewal application.

(d) Approval shall not be granted for identical offerings completed within a license renewal period.

(e) Any licensed mental health technician may acquire 30 contact hours of CMHTE from independent study, as defined in K.S.A. 65-4202 and amendments thereto.

(f) Any licensed mental health technician may accumulate 15 contact hours of the required CMHTE from instructor credit. Each presenter shall receive instructor credit only once for preparation and presentation of each course. The provider shall issue a certificate listing the

number of contact hours earned and clearly identifying the hours as instructor credit.

(g) Fractions of hours may be accepted for offerings over 30 minutes to be computed towards a contact hour. (Authorized by K.S.A. 65-4203; implementing K.S.A. 2011 Supp. 65-4205; effective Sept. 2, 1991; amended Feb. 16, 1996; amended Oct. 12, 2001; amended May 10, 2013.)

**** *Authenticated Kansas Administrative Regulation* ****